

mil
BANGALORE C & M. STATION POLICE ORDERS
REVISED 1929.

BANGALORE, C & M STATION POLICE ORDERS.

TABLE OF CONTENTS.

PART I. Section I. General Organisation and procedure.

Chapter I.	Organisation	P.Os 1 to 2	
"	II. Powers and duties of Commissioner	2 to 6	✓
"	III. Powers and duties of subordinate police officers	7 to 23	✓
<i>Part</i> "	IV. Training and examination of head constables and constables.	24.	
"	V. Instruction, drill and kit inspection.	25 to 27	✓
"	VI. Punishment and appeal	28 to 29	✓
"	VII. Procedure in cases	30 to 34	✓
"	VIII. Arrest and custody.	35 to 39	
	Section 2. <u>Detailed instruction and procedure.</u>		
"	IX. Appointments, training, examination and re-enlistment	40 to 57	
"	X. Approved service rules	58 to 59	
"	XI. A. Cases in which an immediate report should be sent in.	60 to 61	
"	XII. Instructions to subordinate police officers.	62 to 73	
"	XIII. Instruction, drill, line and kit inspections.	74	
"	XIV. Rewards and prosecutions	79 to 85	
"	XV. Punishment of subordinate police officers.	86 to 100	
"	XVI. Appeals	101 to 104	
"	XVII. Transfer and relief.	105 to 108 A.	
"	XVIII. Procedure in cases and at stations.	109 to 118	✓
"	XIX. Investigation.	119 to 139	
"	XX. Arrest and custody.	140 to 157	
"	XXI. Bail and remand.	158 to 161	
"	XXII. Final reports and prosecution for making false reports.	162 to 166	
"	XXIII. Searches and property.	167 to 171	
"	XXIV. Dissemination of information	172 to 175	

Chapter XXIV	Detective duty	176 to ~~178~~
" XXV	Preservation of the peace	178 to 180
" XXVI	Station house records and returns	181 to 203
" XXVII	Action under ~~Security Sections~~	204 to 206
XXVIII	Conviction registers and history sheets	207 to 213
" XXIX	Surveillance	214 to 217
" XXX	Registered gangs	218 to 227
" XXXI	Foreigners and vagrants	228 to 235
" XXXII	Finger Prints	236 to 248
" XXXIII	Guards	249 to 264
" XXXIV	Esco ~~r~~ ts and orderlies	265 to 283
" XXXV	Beats and station duties	284 to 295
" XXXVI	Miscellaneous	296 to ~~xxxvii~~ 301
" XXXVII	Fires	302.
" ~~xxxviii~~ A.	Free quarters and residency orders	303 to 304
" XXXVIII	Correspondence	305 to 309
" ~~xxxix~~ A	Armed Reserve	310 to 313
" XL	Railway Police Organisation	314 to 328
" XLI	Railway Police procedure	329 to 338
" XLII	Accidents on Railways	339 to 343
" XLIII	Railway Police miscellaneous instructions	344 to 353
" XLIV	Intelligence Branch	~~354~~ to 358

Part II.

OFFICE ~~INTERNAL~~. PROCEDURE

Chapter I.	Organisation of Office	1 to 11
" II	Pay system of the force	12 to 25
" III	Rules regarding pay and allowances	26 to 33
" IV	Cash account and contingent expenditure.	37 to 46

- 10
- XVIII. The Bangalore Arms Rules
 - XIX Instruction for sending documents to the Government Examiner of Questioned documents
 - XX. The Indian Explosives Act IV of 1884
 - XXI. The Excise Act XII of 1896
 - XXII. The Indian Petroleum Act VIII of 1899
 - XXIII. Duties of the Police under the Poisons Act XII of 1919
 - XXIII.A. Poisons Rules
 - XXIV Motor Vehicles Act and Rules
 - XXV. Hackney Carriage Act and Rules
 - XXVI. Rules under the Places of Public Resort Act 1898
 - XXVII. Rules for the regulation of Cinematograph.
 - XXVIII. Rules to regulate the notification of residence of released convicts.
 - XXIX Rules to regulate possession and transport of petroleum
 - XXX. Rules regarding the enrolment of S.P.C.A. agents as police officers.
 - XXXI. Application of the Cantonment Act 1924 to C & M Station Bangalore.
 - XXXII. Boundaries of Police Station Ranges within the C & M Station Bangalore.
 - XXXIII. Conditions of Music Licenses issued under Section 23 of the Bangalore Police Law.

.. .. .

For Chapter X

XXVI A. Rules for the grant of licenses under section 43 of the Bangalore Cantonment Act 1927

XXVIII A. Extract from Bangalore Municipal Law

sl 34
113-16

6. The Commissioner is empowered to ^{incur expenditure and} sanction rewards ~~as defined in~~ Notification No 7157 dated 19.8.26. Vide P.O. 42. Part II.

7. CHAPTER 111. POWERS ~~OF~~ AND DUTIES OF SUBORDINATE OFFICERS.

7. The principal duties of ^{a division} ~~Circle~~ Inspectors ^{are} ~~is~~ to supervise the police work of his division in all its branches, and to maintain discipline among his subordinates.
8. He must acquire local knowledge, keep himself informed of what is going on in his division and be in a position to furnish or obtain accurate information when required. He must keep his superior officer fully informed of the state of the division in respect of all matters which concern the police.
9. He shall promptly proceed to the scene of ^a crime of a grave nature and conduct the investigation, prepare the charge sheet and arrange for the conduct of the case in court in consultation with the Prosecuting Inspector. He shall supervise the investigation of cases of lesser gravity and see that arrangements are made for their prosecution.
10. He shall thoroughly inspect the men and records of each station once a quarter.
11. The Division Inspector shall every morning and evening move about in his division. If possible he should visit each station daily. ^{He will also supervise the work of the Sackery} ~~He will also~~ ^{Carrage Dept. in his division.}
12. The ^{Division} ~~Circle~~ Inspector shall send in a daily diary to the Commissioner which should cover the 24 hours of the day from 6 a.m. to 6 a.m.
13. The Inspector shall inspect, once a quarter, shops licensed under the Indian Arms Act and Explosives Act and send ~~in~~ reports to the Commissioner.
- (b) He shall give the earliest possible information by

~~(iii) The Stores, including the accounts connected therewith, and~~
 (iv) ~~The Fire Brigade.~~

19. ^{will} The Reserve Sergeant will submit a daily morning state of the Reserve and a daily diary of duties performed.

(b). He must be prepared to turn out with the Reserve for any special duty.

20. The Sub Inspectors in charge of Police Stations ^{will} ~~shall~~ be held responsible for acquiring a full knowledge of all matters which concern the police within ~~their~~ their respective station areas and ^{for} preventing breaches of the law in respect of gambling, keeping disorderly houses or opium dens and infringing the provisions of licenses.

Sub Inspectors shall investigate crime and attend courts. They ^{check. & do.} will do night rounds and be responsible for checking beats, regulating traffic and maintain^{ing} the smartness and discipline of the men.

Each Sub Inspector shall keep a personal diary ^{maintaining} recording the duties performed by him. ~~The diary will be kept in a general diary book and extracts of this diary~~ ^{will} be sent to the Commissioner daily through the Inspector. Each Sub Inspector ^{shall} ~~will also~~ keep written up to date a note book which should contain duties performed and information received by him, also notes in cases investigated away from the station house.

21. ^{division} The duty of Sergeants is to patrol the principal streets of the station for the purpose of maintaining order, regulating traffic and checking beats and patrols. They should sign the Station House Diary of the various stations they visit and submit to the Commissioner, through the Inspector a daily diary of duties performed, beats checked etc. ^{a division} ~~No~~ will take ^{his} turn of night rounds with the Sub Inspectors. Sergeants should receive their orders from the Inspector. They will be responsible to ~~teach~~ the ~~men~~ drill. Their ~~rank~~ status is equal to that of S.I.

9
 67. ^{division} ~~the division.~~

22. (a) Head Constables are employed to supervise the work of the constables. ^{a head constable} He shall perform any duty allotted to him by the station house officer, whom he will accompany on investigation when required. He will also be available for employment in charge of a guard or for escort.
- (b) In the absence of the Sub Inspector the Senior Head constable will be in charge of the station.
- (c) A head constable in charge of an out-post, ^{like} ~~eng~~ the Indian Institute of Science, shall, on receipt of a direct complaint or information of a crime or serious occurrence ^{or} take such immediate action as may appear necessary, such as proceeding to the scene of the occurrence, ^{to rendering} assistance or arrest ^{after consultation with the} an accused person. He ^{should} ~~shall~~ give ^{immediate} information as ~~soon as possible~~ ^{as soon as possible} to ^{the} station house officer.
- (d) ^{all} ~~All~~ Head constables, ^{with} ~~shall~~ live in the police lines.

23. The Hackney Carriage Department is in charge ~~and~~ of an European Sergeant acting under the direct control of the Commissioner. He will attend to ^{all} the ~~office~~ work of this department and see that all animals and vehicles brought for registration are correctly entered up before they are inspected by the Commissioner. He will visit as many stands as possible daily and generally see that his men are carrying out their duties. He will also visit stables of owners from time to time to see that only licensed vehicles and animals are being used. He will submit a daily ^{diary} ~~report~~ of the duties performed by him, to the Commissioner. This ~~diary~~ will be maintained in book-form.

CHAPTER IV.

TRAINING & EXAMINATIONS.

24. Constable recruits ~~shall~~ receive instruction for a period extending ~~for~~ six months in drill, constables

Correct
~~promotion exam~~
 catechism and the Station Police Law. They will be examined by, ~~xxxxx~~ or under the orders of, the Commissioner who will decide whether they pass or not. They must pass the examination in the constables' catechism before promotion to the rank of head constable.

CHAPTER V.

INSTRUCTION DRILL & KIT INSPECTION.

25. Drill will be held in divisions on days appointed by the Commissioner. All men not actually on duty must attend.
- 26 Sub Inspectors will hold Kit Inspection on the 1st and 3rd Mondays of every month, and Division Inspectors once a quarter.
27. Men in station waiting should be instructed in the constables' catechism, bad characters, ~~unde~~cted crime and other branches of their duty.

CHAPTER VI. PUNISHMENT & APPEAL

28. Under Section 20 Bangalore Police Law the Commissioner may fine, suspend, reduce or dismiss any police officer who neglects or violates his duty as ~~such officer~~ or does any act in contravention of any order or regulation made under the Police Law and such police officer shall ~~be~~ further ~~be~~ liable to be punished for any such offence, not being an offence under Section 17, to the penalties ~~as~~ laid down in ~~such~~ Police Law.

- all*
 29 Appeals from the orders of the Commissioner lie to the Hon'ble the Resident in Mysore.

CHAPTER VII. PROCEDURE IN CASES.

- all*
 30. Offences committed at Railway stations or on any the Railway premises or within the limits of ~~any~~ Railway ~~in~~ situated within the limits of the C & M Station shall be dealt with by the railway police. The station police will ~~render~~ *all* necessary help.

XVII

30. 110, 133, 115

31. Immediate information of the occurrence of any of the undermentioned cases shall be given to the Commissioner ~~by~~ by means of First Information Reports:-

- 1 Dacoity
- 2 Robbery
- 3 Murder
- 4 Culpable Homicide
- 5 House Breaking with Theft over Rs 500/=
- 6 Theft over Rs 1000/=
- 7 Charges of torture against police officers.
- 8 Any riot or affray of a grave nature.
- 9 Any occurrence of specially important nature.

32. ~~All~~ ^{any} cases of suicide or death ~~from other than natural~~ ^{of a person while} ~~causes~~ ^{at once} in the custody of the police shall be reported to the Commissioner and the Inquest shall be held by a 1st Class Magistrate.

33 Prompt information of any assault in which the military are concerned shall be communicated to the Commissioner by telephone and the Division Inspector or in his absence the nearest Sub Inspector shall make an immediate enquiry. In the case of serious disturbances in which the aid of the Military may be ^{required} the Senior police officer shall at once communicate with ~~the Unit concerned.~~ ✓

34 The Prosecuting Inspector shall not withdraw a charged ^{case with a charge} case without obtaining the orders of the Commissioner.

CHAPTER VIII ARREST & CUSTODY.

35. Under Section 31(1) Bangalore Police Law any police officer may arrest without a warrant any person committing in his view any offence under this law; but they should as a rule follow the procedure laid down in Section 57 of the Criminal Procedure Code.

36. All military deserters arrested by the police shall be produced ~~before~~ by them before the District Magistrate for orders and all arrests (including those for desertion) of soldiers, ^{other than those of the garrison,} by the police shall invariably be reported at once by them to the Station Staff Officer

but In the case of arrests of ^{arrests from} ~~men of the~~ local units the guard officer of the ^{unit} ~~concerned~~ ^{must} ~~should~~ be ^{informed} ~~intimated~~ by telephone and the prisoner ^{handed over to the} ~~units~~ ^{unit} ~~escort.~~ ^{unit by the unit}

37 Prior to remand a prisoner shall be confined in the ~~ind~~ lock-up attached to the police station, and ~~will~~ be produced within 24 hours before a Magistrate. On ~~all~~ Sundays and holidays ~~the~~ prisoners remanded by the magistrates ~~tes~~ will be confined in the police stations.

38. ~~Next~~ Prisoners brought into the station in lawful custody from any out station may be temporarily confined in a ~~polix~~ police station lock-up prior to production before the Court

~~CHAPTER XXXIX. PROPERTY.~~

39. Unclaimed property ^{shall} will be taken charge of and disposed of in the manner laid down in Section 34 Police Law. ~~X~~
Section II - Detailed instructions and Procedure.
 CHAPTER IX.

APPOINTMENTS, TRAINING, EXAMINATIONS & RE-ENLISTMENT

40

169

~~100.~~ General conditions.—(a) Each police officer shall produce satisfactory testimonials of character and previous conduct.

(b) He shall devote his whole time to the police service alone. He shall not take part in any trade or calling whatever, unless expressly permitted; and he shall faithfully and honestly use his best abilities to fulfil all his duties as a police officer.

(c) He shall conform himself implicitly to all rules which shall, from time to time, be made for the regulation and good order of the service; and cultivate a proper regard for its honor and respectability.

(d) He shall submit to discipline, observe subordination, and promptly obey all lawful orders which he may receive from persons in authority over him.

(e) He shall serve and reside wherever he may be directed.

(f) He shall appear at all times in such police dress and accoutrements, as shall, from time to time, be ordered to be worn by each respective rank of the service; shall always be neat and clean in his appearance.

(g) He shall allow such reduction from his pay and allowances as may be required for clothing, and the like, under the rules of the service.

(h) He shall promptly discharge such debts as the ~~Superintendent~~ ^{Commissioner} shall direct to be paid. And no police officer shall, under any pretext whatever, have any money transaction with any other police officer. ~~subordinate~~ ^{of lower rank} ~~himself.~~

(i) He shall not withdraw from the service without distinct permission, or until the expiration of two months after giving warning of his intention ~~to do so, and will be liable if he contravenes under Sec. 17 B. P. Law.~~

(j) He shall not on any occasion, or under any pretext whatever, directly or indirectly, take or receive any present, gratuity or fee, from any person whatsoever, without sanction.

(k) He shall act with respect and deference towards all official authorities of the country; and with forbearance, kindness and civility towards persons of all ranks. He shall observe a respectable and peaceful line of private conduct and avoid all partizanship.

(l) Any police officer is liable to ~~immediate dismissal for unfitness, negligence and misconduct, and he may be suspended, be fined, or otherwise punished for minor offences at the discretion of the Superintendent.~~ ^{Punishment}

(m) Every article of dress or appointment, lodgings, &c., which may have been supplied to a police officer at the public cost, ~~will be~~ immediately delivered up, or vacated, when he ~~may~~ ceases to belong to the police force.

41.

41. (a) Candidates applying for ^{Commissioner} Inspector's appointments should fill in a printed form, which can be had on application at the office of the Superintendent. Candidates who appear to possess the necessary qualifications ~~will be interviewed by the President, and if approved by him, will be appointed as vacancies occur.~~ Before taking up the appointment, candidates ~~will have to produce certificates of physical fitness and of having been vaccinated or having had small-pox. The course of instruction and duties after appointment have been already described.~~

(b) ^{specific} The distinct permission of the head of the department in which an applicant may be already serving must be obtained before any application for employment in the police is entertained. The written permission ~~will be~~ submitted with the application.

42. Inspectors of Police appointed direct ^{ce} shall be on probation for at least two years. They will undergo a course of training for one year at the Provincial Training school, Vellore, during which period they will draw pay at the rate of Rs 75/= per mensem and will appear for the final examination prescribed by the Vellore School. At the end of this course they will be given a practical training for a period of not less than one year. During training ⁱⁿ the school the Inspector will be borne on the strength of the force and a Sub Inspector appointed to act with the usual allowances.

43. The following test ^{must} should be passed by the Inspector after training before he is confirmed, if the Inspector

Inspector is an European or Anglo Indian:-

The Third Class test in a ^{vernacular} language, either ^{all} ~~Canarese~~, Tamil or Hindustani; ^{an} ~~which~~ if ^{he} ~~passed~~ within one year after being posted for practical training ^{he} will receive a reward of Rs 240/=. This test must be passed within two years.

III

44. ~~The probation of an Inspector, who fails to pass the~~ Vellore school final examination at the first opportunity, shall ordinarily ^{revert to the rank of a constable} ~~cease~~ but the Commissioner may permit him to appear at subsequent examinations in those subjects in which he failed.

45. On the ~~xx~~ expiry of two years' ~~course~~ of training ~~xx~~ probationary Inspectors may be confirmed provided they have passed ~~provided they have passed~~ the prescribed examinations and shown themselves suitable for the department.

46. Sergeants shall be recruited from among Europeans and Anglo Indians. No Educational qualifications are required ~~for the appointment.~~

47. Sergeants newly ^{appointed} ~~posted~~ should be trained for at least a month before ~~they are~~ allowed to take up their duties. They ^{must} ~~should~~ attend Reserve parades and accompany ^a ~~the~~ Sub Inspector when ~~they are~~ engaged on duties similar to those ^{which} ~~that~~ a Sergeant ^{will eventually have to perform.} ~~should be acquainted with~~

47. British Army reservists employed in/ the force will not be discharged from the Army reserve until they have been confirmed in their appointments, and until discharged they remain liable to be recalled to military duty and are entitled to receive reserve pay.

(ii) The Commissioner ^{and} should give the military authorities intimation of the intention to confirm a reservist at least one month before the expiry of his probationary period in order that the discharge of the reservist may

be carried out, with effect from the date of his confirmation in the force.

48. Sub Inspectors ~~from~~ appointed direct shall be on probation for two years and those promoted in the department for at least one ^{year}.

49. All newly appointed Sub-Inspectors with the exception of ~~newly~~ promoted Head constables ~~shall~~ ^{will} undergo training for a minimum period of one year in the Vellore training school and will be required to pass in all ^{the theoretical} ~~the~~ subjects ~~in the theory portion~~ taught in the school before they are posted to ~~circles~~ ^{division} to undergo practical training. The maximum period of the school course shall be limited to two years. ~~While~~ While undergoing training ~~training~~ the Sub Inspectors will draw a pay of Rs 50/-

50. After passing all the ^{theoretical} subjects in ^{the} theory ~~portion~~ ^{part} taught in the school Sub Inspectors ~~shall~~ ^{will} be posted to a ^{division} ~~circle~~ for a further period of one year which may be extended to two years but under no circumstances beyond that period. For this period they will draw the ^{pay of the} lowest grade.

51. European and Anglo Indian sub inspectors must pass the third class test in either Tamil or Hindustani before being confirmed and within two years of appointment. ~~They~~ They will be granted a reward of Rs 240/- if they pass in one year.

52. When a person already in Government service is appointed a Sub Inspector of police on probation, he may be granted a lien on his permanent appointment up to four years. A probationary Inspector in similar circumstances may be granted a lien on his permanent appointment up to two years by the head of his department, or, if ~~he~~ is allowed a second chance to pass the Vellore final examination, until

There is no objection to the enlistment of Reservists
of the Indian Army. They will be exempted
from undergoing military training provided
that:—
(a) They belong to class "B" of the Reserve
or are transferred to class "B" on appointment to
the Police.
(b) They are fully trained in drill and fire
a musketry course every year; and
(c) They are released from their employment
immediately mobilisation is ordered to
enable them to rejoin the colonies.

the result of that examination is announced. An examination in practice ^{will} should be held ~~every~~ every half year.

all

If a probationer is not confirmed within the period specified above, he ^{will} should at its expiry revert to his permanent post.

53. Head constables ^{will} shall ordinarily be recruited by promotion from among constables, ^{and} but not more than one third of the cadre may be filled by direct recruitment. Every direct recruit will be inspected before he is enlisted by the Commissioner. Directly recruited Head constables will be trained in the local police school ~~for such a period~~ until passed by the Commissioner. During the period of schooling and practical training in a ^{division} ~~circle~~ ^{the recruit} he will be on probation.

54. Recruits will be sent to the Residency Surgeon for medical examination with the enlistment register. Candidates for employment as ^{Head} constables ^{or Constables.} are exempted from payment of fees for vaccination certificates.

*Substitute
officer.*

55. The enlistment of Reservists of the Indian Army is prohibited without reference to the Officer Commanding the Unit to which the men were attached or the Officer Commanding the Reserve centre to which the men belong.

56. Military pensioners may be enlisted; ~~but~~ if posted to a station ^{on the Railway and} outside Bangalore their pensions may be remitted to them at their own cost on the production of a life certificate which ^{the Reg. Off.} Inspector may grant.

- 56.B. recruit constables including those enlisted for Armed Reserve ^{will} shall be trained in the local police school for a period of six months.

57. Head constables and constables accepted for re-enlistment ^{must} should be passed fit by the medical officer and if passed fit, their discharge certificates should be reclaimed.

Sub

~~Every constable will receive an increment of
pay of Rs 1/- after 3 years ^{approved} service, ~~drawn~~
~~month of Rs 1/- after another 3 years ^{approved} service~~
and further increments of Rs 1 after 6, 9, 12
15 and 18 years ~~approved~~ ^{approved} service. Thereafter
he will draw an increment of pay of Rs 1 after~~

Provided service is approved constables will
draw pay increments as follows:—

Rs 22-1/3-28-1/4-30

^{must} be given to the Commissioner with a view to his making a personal enquiry:-

- (1) Cases in which there is reason to suspect that an Indian has met his death ~~at~~ⁱⁿ the hands of a British soldier,
- (2) Cases of affray between Indians and European soldiers.

61. In the following cases immediate information ^{must} ~~should~~ be given both to the Commissioner and District Magistrate; the latter will either hold the official enquiry himself or depute a Magistrate to do so. The Commissioner will attend such enquiry:-

1. Cases of death or grievous hurt alleged to have been caused by a police officer whether in his public or private capacity
2. Torture i.e. all cases of hurt or more serious injury inflicted by a police officer on a person in police custody.
3. Cases of suicide or death of any person while in police custody

CHAPTER XII.

Instructions to subordinate police officers.

62. All cognizable cases under the Indian Penal Code and other laws, which need investigation shall be registered by the ^{division} ~~Circle~~ Inspector in his crime register to enable him to maintain a check over their disposal by the station house officer; other cases ~~will~~^{shall} be registered in a petty case register in each station.

63. The ^{division} ~~Circle~~ Inspector ^{shall} ~~will~~ transmit to the Commissioner with his diary for the day ~~all general~~^{the} diaries and case diaries received from his subordinates.

64. The investigating officer ~~will~~ attend the Sessions court during the trial of a case.

65. A head constable ~~should~~ be deputed from the Reserve to be at the disposal of the Sessions Judge during the trial of cases to maintain order in court.

66. Police guards at the Treasury ~~will~~ turn out and present arms to H.H. the Maharaja of Mysore, the Hon'ble the Resident, the G.O.C. Madras District, the District Magistrate, the Commissioner of

Police and to all armed parties which ~~may~~ pass the guard.

67. (1) When a police officer without baton, or with baton slung in the waist-belt, meets a person entitled to a salute, he will continue to move on and will salute with the right hand in the ordered method.
- (2) Police officers, when speaking to a person entitled to a salute are to salute on first approaching him, and again on going away.
- (3) While on fixed point duty, men ^{shall} will only salute the Resident, the G.O.C. Madras District, and H.H. the Maharaja of Mysore and Her Highness the Maharani of Mysore.
- (4) Police at station-houses ~~will~~ "turn out" fall in in single rank and stand at "attention" to the Resident, the G.O.C. Madras District, the District Magistrate and the Commissioner of Police if these officers visit the Station House.
- (5) Police officers will salute the Resident and all officers under him, His Highness the Maharaja and officers of the Durbar and General Officer commanding the District, all officers in uniform and police Inspectors.

68. Inspectors may grant compensation and casual leave to their subordinates up to the rank of Head constable, ^{but must} and will see that casual leave ^{U.} granted does not exceed seven days at one time, ^{or} but when combined with compensation leave ten days should not be exceeded. The grant of compensation leave ^{should} should not exceed five days in each half year. Casual leave may be granted up to 15 days for the year.

69. Applications for leave, other than compensation or casual, ^{shall} should be submitted to the Commissioner for sanction, on the prescribed leave roll.

70. The Commissioner will on one day in each week hold an orderly room, in each division and will then dispose of all matters connected with discipline.

(ii) Orders passed at orderly room shall be entered in a book kept for the purpose.

(iii) An extract of all such orders ^{shall} will be sent by Inspectors to the Commissioner's office as soon as possible after orderly room for the purpose of being entered in the service registers etc.

69

71. Inspectors will make authorised entries in the small service books of ~~their~~ subordinates.

72. (i) A subordinate police officer placed under suspension ~~is~~ is free to go where he likes, but he must leave his address with ~~the head of his office.~~ ^{his immediate superior}.

(ii) He ~~must~~ ^{shall} obey all orders to attend any enquiry into his conduct, ~~and~~ ^{if} if he fails to do so, the enquiry may be held in his absence.

73. The merits of an investigating officer will not be judged by the number of cases sent up for trial or by the low ratio of crime within his jurisdiction but by the quality and nature of his work and the detective ability displayed, ~~in each individual case.~~

CHAPTER XII.

INSTRUCTION, DRILL, Line & KIT INSPECTION ~~at~~ etc.

74

~~73.~~ 1. Recruits will be taught Parts I to III of the Drill Manual. All recruits will be drilled morning and evening.

2. Police officers of and above the rank of head constable will be required to pass a practical examination in drill as laid down in the police drill manual.

INSTRUCTION.

75

~~73.~~ 1. Instruction classes will be held on such days and hours as may be ordered from time to time.

2. All night duty men will attend instruction classes.

3. Inspectors will attend if possible: in their absence, sub-inspectors.

4. At instruction classes men will be instructed ~~and~~ ^{and} examined in—

(a) Undetected cases.

(b) General knowledge of residents in the ~~circle~~ ^{division}, especially in their beats.

(c) Acts, hackney carriage rules, and bye-laws in force in the Civil and Military Station of Bangalore.

(d) ~~Regarding~~ convicted and suspicious persons residing in the ~~circle~~ ^{division} or likely to come to the ~~circle~~ ^{division}.

(e) ~~As to~~ ^{division} licensed vendors of arrack, toddy, beer, or other liquor; vendors of madat, ganja, opium, or other intoxicating drugs, ~~in the division~~.

(f) ~~As to knowledge of~~ ^{in the division} owners of hackney carriages.

(g) ~~As to~~ arrival and departure of foreigners; ~~or~~ any matter or circumstance outside the ordinary routine.

(h) Their attention should also be directed to any other matter regarding which information is required.

5. Men should be thoroughly acquainted with everything in and about their ~~circle~~ ^{division}, and ~~of~~ the acts, rules, and bye-laws in force ~~in it~~, and know when and how to take action under all circumstances, not forgetting that the preservation of the public peace and safety is their chief duty.

76.

and line
KIT INSPECTION.

- (a) A regular ~~and line~~ inspection of kit and accoutrements and of the police huts of the men at each station will be held every fortnight in each station; ~~and~~ ^{as} per P.O. 26.
- (b) At office, the Sergeant in charge of the Reserve will hold the inspection of the office orderlies.
- (c) At division head quarters, the inspection will be held by the Inspector once a quarter. ~~(d)~~ The result will invariably be noted in the Station-House diary of the day.
- (e) Every constable is required to produce the following articles in fair order and serviceable, at kit inspection:-

1 set puggree borders
 1 puggree with borders
 1 cardigan jacket
 3 khaki coats
 3 drill knickerbockers
 3 pairs putties
 1 pair boots with lace
 1 kullah badge of rank
 1 great coat
 5 coat buttons
 8 small buttons
 4 numbers
 4 letters
 1 belt with pouch and frog
 1 baton
 1 night stick
 1 note book
 1 sannad
 1 whistle with chain.

(f) Other articles of previous issues may be given absolutely to men remaining in the service.

(g) In all cases of inspections by officers of and above the rank of Sub Inspector, head constables will show their kits with the other men.

77. Each man in the Reserve shall fire a course of 30 rounds of ball cartridge every year at such ranges as may be laid down.

2. The Reserve Sergeant will have the custody of all ammunition and shall keep a target practice register.

78. Fatigue duty consists of cleaning and keeping in order the ground round the station or lines, whitewashing or doing minor repairs and generally maintaining the orderliness of the premises.

the orderliness of the premises.

CHAPTER XIII REWARDS AND PROSECUTIONS.

79. Rewards will be given freely to subordinates for service of special merit but not for work which shows no outstanding skill or in which no risk was run.

80. (a) All police officers are authorized to receive any rewards for good service granted by any magistrate or other public authority, through the Commissioner.

(b) Rewards are granted by military authorities for the apprehension of deserters from the Army. In the case of a European soldier the reward is Rs. 30 and in the case of an Indian soldier it is Rs. 5. Rewards will, of course, not be given where the deserter gives himself up when there is any collusion between him and his captor as to the reward.

Note. The reward authorized under article 221, Army Regulations, India, Volume I, Part II, is for the apprehension of soldier deserters only, and is not therefore admissible for the arrest of a muleteer of the Transport Department.

(c) Private parties occasionally desire to present small rewards to police officers for services rendered in their cases etc. The acceptance of such rewards must receive the previous sanction of the Commissioner.

81. Rewards to informers in police cases will be granted by the Commissioner up to a limit of Rs. 15/- in each case (Vide P.O. 42 (4) Part II.)

82. Good service entries will be awarded for clever detection or any work meriting special recognition. These entries will be made in the service books of the officers and in the case of head constables and constables the entries will also be made in their small service books by Inspectors.

82 (A) A good conduct pay of Rs10/- per mensem may be granted to four head constables of the 1st grade who have put in not less than 7 years approved service in that grade and who have to their credit some special work or meritorious service.

83. (a) No criminal prosecution whether launched departmentally or at the instance of private individuals shall be instituted against a police officer for an offence committed in his official capacity without the distinct order of the Commissioner or of a Magistrate.

(b) In the case of a non-cognizable offence committed by a police officer an "investigation" cannot be entered on, or witnesses summoned to appear, without an order from a Magistrate of the 1st or 2nd class. This does not, however, prevent a departmental enquiry being made into such a charge against a police officer.

7-2

84.

police

84. When a ~~police~~ officer is prosecuted criminally, he ~~must~~ defend himself, and the ~~only~~ question will be whether he should bear the cost personally or whether Government should bear it. ~~This is a question which can only be~~ decided after the investigation. The officer must, therefore, in all cases, apply to the District Magistrate ^{through Commissioner} to appoint a pleader, and unless it is obviously a personal matter, or so simple that legal assistance is not necessary, the District Magistrate ~~should~~ comply with the request, subject to future orders as to the payment of the fee.

The District Magistrate shall pay the pleader's fee, subject to future adjustment, when he is of opinion that the case is a fit and proper one to be defended by Government and when the accused officer is unable to pay the fee in advance without hardship.

In simple cases, departmental aid will suffice; and the defence may, when expressly sanctioned by the ~~Superintendent~~ ^{Commissioner}, be undertaken by an inspector.

All charges incurred for defending police officers against criminal prosecutions should be debited to 19-A-Law and Justice, and not to the police budget.

85.

~~85. The Hon'ble the Resident desires to lay it down as a rule for guidance, that~~ When the Government approve or sanction the defence or prosecution, at the charge of the State, of a suit or trial in which a public servant is implicated, then the fee of one pleader of the court in which the case is conducted is all that will ordinarily be allowed on account of professional agency when such aid is required; for the employment of other or additional agency, the special sanction of Government must be previously obtained.

This rule, of course does not bar the party from engaging counsel or other professional assistance at his own cost.

CHAPTER XIV.

PUNISHMENTS OF SUBORDINATE OFFICERS.

86. Absence without leave for 21 days completes the offence of desertion; after which the offender's name will be struck off from ~~the~~ date of absence and ^{he} will be liable to prosecution under the Police Law.

87. Suspension may be inflicted as a specific punishment up to a period of one month

88. The following rules regulate the system of punishment by Black marks:-

(1) Every punishment ~~except~~ reduction whether under the black mark rules or not, carries a black mark.

(2) One black mark may also be awarded in lieu of other punishment.

(3) Not more than one black mark ~~shall~~ be awarded for any one offence.

(4) Three black marks shall entail reduction of grade or deprivation of good conduct pay, whenever such reduction is possible and the black marks shall be cancelled thereby. When no reduction is possible, the three black marks will stand, a warning that three more will entail dismissal ~~being given~~. When deprivation of good service pay is entailed, the order should state the period for which the deprivation ~~should~~ have effect.

(5) Unless the offender is specially exempted by the ~~Superintendent of Police~~ ^{Commissioner}, six black marks shall entail dismissal.

(6) Uninterrupted good conduct for a period of six months spent on duty, shall cancel one black mark, and each successive period of six months' uninterrupted good conduct shall cancel one black mark. Uninterrupted good conduct for two years shall cancel all black marks. A reduction in grade or deprivation of good conduct pay shall cancel all black marks outstanding, even though the reduction may not be under the black mark rules. Such a punishment will not carry a black mark itself.

(7) Black marks, whether awarded alone or in addition to another punishment, shall take effect from the date of the offence unless otherwise stated.

(8) The existence of one or more black marks against a man shall bar promotion, but not leave. *or discharge*

(9) When a black mark is awarded, the order and the copy thereof furnished to the delinquent shall state the number of black marks outstanding against such delinquent, and a warning shall be added, when recording two and five black marks, that the next will entail reduction or dismissal as the case may be.

89 The black mark system is only applicable to head constables and constables.

90 For minor offences and in cases of more serious misconduct, when a man has a previous good record the punishment may be held in abeyance for a stated period ranging from 3 to 12 months, at the end of which the order of punishment will be cancelled or confirmed according to the offenders' conduct during the period of postponement ^{if} ~~has been good or otherwise~~. The punishment will be entered in the defaulter book if confirmed, but not otherwise.

2. When the punishment held in abeyance is a black mark the period ^{which} ~~should~~ not exceed six months. If the black mark is subsequently confirmed, it ^{will} ~~should~~ have effect from the date of the offence to which it relates.

91. The action of these rules is quite independent of the rules for calculating approved service and the black marks are not cancelled by penalties incurred under those rules.

- 92 ~~A~~. Inspectors, Sub Inspectors and Sergeants should only be severely reprimanded when the offence is such as to seriously affect the character or suitability for the department. If these officers have to be severely reprimanded three times in a year ~~they~~ will be liable for reduction or dismissal.
92. ~~B~~. All punishments ~~to~~ ^{of} Inspectors, Sub Inspectors and Sergeants ^{must} will be entered in their service books, unless the Commissioner orders otherwise.
93. Punishments by forfeiture of leave, ^{extra} drill, ^{or} extra duty shall not be entered in ~~their~~ service books.
94. Deprivation of good conduct pay ~~shall~~ ^{may} be for a maximum period of 2 years and a minimum period of 3 months.
95. Periods spent on leave without allowances and under suspension will be excluded from the periods for which ~~and~~ increment is deprived or withheld.
96. Punishment, except by black mark, ~~shall~~ take effect from the date of the receipt of the order by the individual affected unless otherwise stated.
97. Suspension shall take effect from the date of the ~~re~~ receipt of the order by the ^{individual} ~~officer~~ affected, unless he is an absentee, in which case it will take effect from the date of the order.
98. ~~7~~. A police officer under suspension ^{who has been} ordered to appear for a personal hearing may be struck off as a deserter if he does not appear within 21 days of the ~~order~~ order.
99. A head constable or constable when placed under suspension shall deliver his kit and sannad to ~~the~~ ^{the} Sub Inspector at ~~the~~ ^{his} station.
100. Before reducing or dismissing an Inspector, Sub

Appeals

~~Appeals from~~ the orders of ~~the Commissioner~~
~~of Police~~ ~~to~~ ~~the~~ ~~Stable~~ ~~the~~ ~~Resident~~
~~in~~ ~~prepare~~
~~the~~ appeal will be only in cases of
dismissal, reduction, withholding or postponement
of increment, suspension and fine exceeding
15 days pay

22.

*is dominating any other officer
or dominating any other officer*
Sub Inspector, or Sergeant, the Commissioner will
formulate the charges against him in writing and
furnish a copy of such charges to such officerⁱ for
his written explanation. A detailed minute will be
recorded giving a concise statement of the reasons
for dismissal or reduction after the witnesses if any
for or against the officer have been heard, and their
evidence reduced to writing. A copy of the final
order will be furnished to the officer. The manner of
recording the evidence etc ~~is~~ will be given seriatim
as follows:-

- (1) Number, rank, name, station and circle of defaulter.
- (2) Nature of default (to be briefly described, as, disobedience of orders, neglect of beat duty, &c.)
- (3) Particulars of default, when committed, and by whom reported, and on what date.
- (4) The evidence—for and against—which should be clearly stated and paragraphed, and the conclusion.
- (5) Order.
- (6) If defaulter was suspended, under whose orders and from what date.
- (7) Dates of commencement and close of enquiry, and explanation where there is delay.

Exclude

CHAPTER XV.

APPEALS

101. The right of ~~an~~ appeal ^{is recognised} against any punishment except a fine not exceeding annas =/8/= in any one case, forfeiture of leave ~~and~~ unaccompanied with a black mark, punishment drill and fatigue duty ~~is recognised~~. The same applies to a severe reprimand awarded to Inspectors, Sub Inspectors and Sergeants.

omit 2. Only one appeal shall lie against the infliction of a black mark.

102.

(a) Appeals from the decisions of the Superintendent will lie to, and be disposed of by, the Hon'ble the Resident. They must be accompanied by:-

- (i). The order of punishment.
- (ii). A copy of the ~~District Officer's~~ ^{Commissioner's} minute.
- (iii). An extract from the defaulter book.

25

(d) (e). Petitions of appeal will not be received by the Hon'ble the Resident unless accompanied by the above documents.

(e) (f). Appeals from police officers still in the force must be forwarded through the ~~Superintendent~~ *Commissioner*.

(d) (g) Appeals should be forwarded as soon as possible after receipt of orders appealed against.

(e) (h). Police officers are warned that unnecessary appealing against the decision of a superior officer will be considered a mark of insubordination, particularly when the punishment awarded is only a black mark or a petty fine under eight annas.

103. ~~103.~~ If an order dismissing an officer is reversed on revision or appeal, the authority who is competent to reverse the order of dismissal, may declare that the past service of the reinstated officer counts.

104. Appeals against dismissal, *withholding of increment* reduction, deprivation of increment or suspension must be presented within two months from the date of receipt of the order, and against *fine exceeding 150 rupees* ~~other punishments~~ within one month of the same date. Appeals put in after the expiry of these periods will be liable to summary rejection.

CHAPTER XVI Transfer and relief.

105. All police officers are entitled to joining time under ~~fundamental~~ *the* Rules, but men may be ordered to join forthwith. Preparatory leave will not ~~be~~ ordinarily be granted in cases of temporary transfer.

106. ~~106.~~ (a) When an Inspector hands over to another the charge of a ~~circle~~ *division*, he will give the relieving Inspector all his records together with a copy of his yearly ~~circle~~ *division* property list, noting on the back, receipts and expenditures since the last day of the year.

(b) The relieving Inspector should also obtain (1) a memo of all moneys handed over and (2) a list of undisposed of papers. For these the out-going Inspector will be granted a receipt.

(c) The relieving Inspector will visit each station in his charge as soon as possible and carefully check the Government property with his list. He must report within 7 days whether the property is correct or not. The out-going Inspector will be responsible for deficiencies brought to notice during this period and the relieving Inspector for deficiencies reported subsequently.

107. When a Sub-Inspector hands over charge to another Sub Inspector he will check ~~ed~~ all the property and records and will at once make a report if there are

27

any deficiencies. He will prepare a 'hand over charge' form which will be signed by both Sub Inspectors.

108. The pay of ~~the above officers~~ ^{as Sub Inspectors}, if leaving the force, will not be finally settled up unless there is a clear receipt for all monies and property. In the case of an Inspector, until the relieving Inspector has sent in a final report after visiting all the stations in his ^{division} circle.

108.A. On transfer within C. & M. Station, the following maximum rates are allowed to meet the actual cost of moving baggage: Inspectors Rs 8/- Sub-Inspectors & Sergeants Rs 6/-

CHAPTER XVII.

Procedure in cases and in police stations.
FIRST INFORMATION IN CASES

109

Information coming under any of the following heads received in a police station shall be registered in the

First Information report book:-

- i. cognisable cases, including those referred to the police for enquiry by magistrate,
- ii. complaints falling under Section 109 & 110 of the C.P.C, after it has been determined to put them before the magistrate
- iii. information received of the unnatural death of any person, or if the person died of poisoning, snake bite etc under provisions of 174 C.P.C.

110. Ordinarily one copy of the F.I.R. will be retained in the station, the other being forwarded to the magistrate having jurisdiction and the third will be attached to the case diary reporting the facts of the investigation to the Commissioner.

111. All offences under Sections 14 & 15 of the Opium Act ~~should~~ be investigated by the police, but a copy of the F.I.R. ~~should~~ be sent to the Excise Asst Commissioner and it ~~should~~ contain the identification marks of the accused. ^{which} ~~has been omitted~~

112. First Information reports should invariably be written before the investigating officer proceeds to make an investigation.

Print
 113 In all cases which are specified in P.O.31 a copy of the F.I.R. ~~will~~ ^{also to} at once be sent to the District Magistrate and the Munsiff Magistrate, ~~in addition~~.

114. Telephonic reports giving concise details shall be sent to the Commisioner and ^{Division} ~~Circle~~ Inspector by Station House Officers on the receipt of information of
 i. Murder
 ii. Decoity
 iii. Highway Robbery and
 iv. any serious offence.

115. The Commissioner ~~will~~ inform the Resident of any specially grave offence such as a serious breach of the peace.

116. When a crime has been committed close to a boundary between stations and it is at first doubtful in which station limits it occurred, the police to whom it is first reported shall register the case and take up the investigation, the station which should retain it being subsequently settled.

117. Cases entered in the F.I.R. Book ~~will~~ be given a consecutive number and this number ~~will~~ constitute the crime number for the purpose of the subsidiary records.

ii. The signature of the informant should be taken on F.I. Reports but in the case of illiterates ^{under} the thumb impressions will suffice.

118. (1) Information received in a police station of facts which constitute a non-cognisable case or any steps taken by the police of their motion in a noncognisable case will be noted in the station general diary.
 (2) A police officer is not empowered by the Cr P.C. to make a report of his motion to a magistrate in a noncognisable case. Whenever, therefore, it is necessary for him to lay information before a magistrate in a non-cognisable case he must do so by means of a formal complaint as defined in Section 4 of the CrP.C..

CHAPTER XVIII. INVESTIGATION.

119. Under Section 157(i)b, CrP.C. station house officers

may refuse investigation in the following cases:-

1. Trivial cases under Section 95 of the I.P.C.
- 2 Cases of a civil nature where the complainant tries to support a claim to a ~~an~~ civil right,
3. Cases of petty theft of property not exceeding Rs 1/= in value provided the accused is not an old offender nor a professional criminal, ~~and~~
- 4 Unimportant cases in which the person injured does not wish enquiry, unless (a) the crime is suspected to be the work of a professional offender or a member of a criminal tribe or (b) investigation appears to be desirable in the public interest.
5. Simple cases of house trespass and petty thefts of unidentifiable property where there is no clue to work upon, or any practical chance of detection provided that there is nothing to indicate that the offence has been committed by a professional criminal.
6. Assault cases which have been obviously exaggerated by the addition of other charges such as theft.

120 When investigation is refused at once, a F.I.R. only *will* be submitted to the magistrate ~~at~~ through the Commissioner.

121 Further investigation may be refused after a ~~preliminary~~ preliminary local enquiry, in which event a case diary shall be written and a final report sent.

122. The power to abstain from a local investigation under section 157(i)b, CrP.C. is primarily intended to be exercised in cases which are complete on the information brought ~~at~~ to the station and require no further enquiry.

(2) The examination of parties in the police station may frequently be conducted without objection, but should *if possible* ~~invariably~~ be held at the *scene of crime* spot.

123. Investigating officers are warned against prematurely committing themselves to any view of the facts for or against a person. The aim of an investigating officer should be to find out the truth, and to achieve this purpose it is necessary to preserve an open mind throughout the enquiry.

124. The record of the investigation ~~will~~ ^{shall} be made in the case diary as prescribed by Section 172 CrP.C. It will bear the number of the F.I.R.

20 125. An investigating officer absent from his station ~~should~~ ^{shall} send in his case diary daily.

at (d) Inquest reports must be written up and completed ~~on~~ the spot where the inquest over the corpse is held.

Note.—(1) All cases of suicide in a lock-up or death from other than natural causes ~~should~~ be reported at once to the ~~superintendent~~ of police.

130

Commissioner

I. When from the information received by an officer in charge of a police station under Section 174, he has reason to believe :—

(a) that the deceased person is a European or a ~~Eurasian~~ *Anglo-Indian* or (b) that any person has been killed by the act or neglect of another, or has died under circumstances raising a reasonable suspicion that some other person has committed an offence, such officer

(1) shall, when giving or sending the immediate intimation to the nearest magistrate empowered to hold inquests as required by the said section, state clearly such particulars as he has been able to ascertain regarding the occurrence and the nationality of the deceased ;

and (2) shall at the same time send a copy of the said intimation to the ~~district superintendent~~ of police or in the absence of the ~~district superintendent~~ of police from the Civil and Military Station, to such officer as may be deputed by the ~~district superintendent~~ of police to attend to his ordinary duties at headquarters during such absence. He shall not proceed to discharge any of his further functions as described in the said section without receiving instructions to that effect from the ~~district superintendent~~ or other officer aforesaid. *Commissioner*

II. If the ~~district superintendent~~ or other officer aforesaid on receiving such intimation considers that there are sufficient grounds for believing that the occurrence therein reported falls under clause (a) or (b) of rule I, he shall either himself discharge the further functions imposed on the officer in charge of a station under section 174, or shall depute some police officer of not lower rank than inspector, to discharge such functions. Provided that when the deceased is a European or a ~~Eurasian~~ *Anglo-Indian*, the police officer deputed shall be himself a European or a ~~Eurasian~~ *Anglo-Indian*. *Commissioner*

III. If in any such case, the ~~district superintendent~~ or other officer aforesaid considers, that it is essential that an inquest should be held by a magistrate, he shall, in addition to the procedure prescribed in rule II, send a request to that effect to the magistrate to whom the first intimation of the occurrence was sent stating therein his reasons for making the request."

131

~~On~~ The following rules should be attended to by police officers enquiring into cases of unnatural or sudden death :—

I. In cases of suspected poisoning :—

(1) Bring away under seal any food (especially 'ata' or sweetmeats, drink, tobacco, or drugs) which may be in the house or near the body.

(2) If vomiting has occurred, swab up with a clean rag any vomited matter which may be on the person or bed, and seal up the rag in a packet.

(3) Bring away under seal any clothing, wood or mud flooring into which any vomited matter has soaked.

(4) Carefully bottle and seal the contents of any vessel containing vomited matter.

(5) Ascertain the exact time between the receipt of food, drink or medicine, the appearance of symptoms and occurrence of death.

II. In cases of hanging or strangulation :—

(1) Note, if possible, before cutting down the body or removing the strangulating medium any lividity of face, especially of lips and eyelids, any projection of the eyes, the state of the tongue, whether enlarged and protruded or compressed between the lips, the escape of any fluid from mouth and nostrils, and direction of its flow.

(2) On cutting down the body or removing the strangulating medium, note particularly the state of the neck, whether bruised along the line of strangulation.

(3) Note the direction of the mark, whether circular or oblique.

(4) Note the state of the thumbs, whether crossed over the palms.

(5) If possible, bring away the materials by which hanging or strangulation has been effected.

III. *On finding a body in a tank or well :—*

(1) Note any marks of blood around the mouth or on the sides of the well or tank.

(2) On removing the body, carefully examine for and note any external marks of injury, especially about the head and neck.

(3) Note the state of skin, whether smooth or rough.

(4) Examine the hands and carefully remove anything they may hold.

IV. *In the case of a body found murdered in an open road :—*

(1) Note the number, character and appearance of any injuries.

(2) Should a weapon be found, cover with paper and seal any marks of blood and especially note and preserve any adherent hair.

(3) In the case of an exposed infant, note the state of the cord, especially if tied, and any marks of violence.

V. *In case of a presumed murder and burial of the remains :—*

(1) Examine for and note any marks of violence, about the skull especially.

(2) Note carefully any indications of sex; especially bring away a jaw and the bone of the pelvis.

(3) If any suspicions of poisoning, bring away (sealed) the earth from where the stomach would have been.

(4) If a body presumed to have been murdered has been burnt, collect and bring any fragments of bones which may be found among the ashes.

* 132

22. When reporting accidental deaths by drowning in wells, the police should always mention the state of the parapet walls, steps, &c.

133. Bodies sent for post mortem examination should be accompanied by a requisition to the Medical Officer for ~~post mortem~~

33

The police are not to demand
 134. *Post mortem and medical certificates shall invariably*
~~be granted when required by the police.~~

135. The body of any animal, which has died under suspicious circumstances ~~and~~ or in respect of which an offence is reasonably believed to have been committed, as well as any living animal regarding which a cognisable offence resulting in serious injury to such animal is reasonably believed to have been committed, shall be sent to the ~~Municipal~~ ^{Government} Veterinary Hospital for post mortem or other examination ~~and no fees will be paid for same.~~

136. The following rules ~~will~~ be observed in connection with police officers visiting the jail:-

- i. no police officer ~~shall be permitted~~ ^{may} to interview any prisoner without an order ~~&~~ in writing from the magistrate or Commissioner of police and addressed to the jail superintendent.
- ii. any interview permitted as above will take place in the presence of the jailor or other proper officer of the jail who shall, if required to do so keep at such a distance that he may not hear the conversation that takes place.
- iii. The jail superintendent shall produce any prisoner whom the police are authorised to interview and afford every facility for the same.

137. When witnesses allege that they can identify persons who took part in an occurrence the investigating officers shall record their description of them in detail.

2. When persons are to be shown to witnesses for identification they shall be carefully kept out of view of the witnesses and mingled with a considerable number of other persons of a like class. The witnesses shall then be asked one by one and independently to point out any person whom they recognise.

3. It should then be seen whether the description of the person tallies with that given in the first instance.

4. Identifications shall be conducted in the presence of a magistrate whenever possible.

This order does not preclude the quiet watching of a suspected person who is allowed his full liberty.

142. When it is practicable to follow the procedure laid down in Section 57 Cr P.C., persons accused of offences under the Municipal ^{Laws} & Bye Laws, need not necessarily be arrested.
143. When a soldier, British or Indian, is arrested for any offence, immediate intimation shall be sent to the Unit to which he belongs to enable the military to send an escort for the prisoner. Soldiers ~~should~~ ^{must} not be detained in stations longer than is absolutely necessary. A copy of the charge for which the accused was arrested by the Civil police should be made over to the escort. Subsequent enquiries can be made with the permission of the Officer Commanding or Adjutant. These enquiries shall be made by a police officer not below the rank of a Sub Inspector or Sergeant.
144. When a person is arrested, he shall be taken at once to the nearest police station.
145. Directly an accused person is placed under arrest, the investigating officer shall, as the first step in the investigation, ask him whether he has any complaint to make of ill-treatment by the police and shall enter in the case diary the question and answer. If an allegation of ill-treatment is made, the investigating officer shall there and then ~~examine the prisoner's body~~ ^{with the prisoner's consent} ~~if the prisoner consents~~, to see if there are any marks of ill-treatment and shall record the result of his examination. If the prisoner refuses to allow his body to be examined, the refusal and the reason therefor shall be recorded. If the investigating officer finds there is reason to believe the allegation of ill-treatment, he shall at once

~~should be used~~ ^{as necessary} or not will ordinarily lie with the station house officer or, ^{if} in his absence, with the officer next below him in seniority present.

(2) Whenever accused, but unconvicted, persons are handcuffed, the fact and the reasons for same shall be stated in the Station House General Diary.

150. When a prisoner arrives at a police station ill or if after arrest he falls ill, he ^{shall} ~~will~~ be at once taken to the Bowring Hospital for treatment. The Station House officer ^{shall} ~~will~~ provide a sentry over the prisoner. The sentry will not wear boots.

151. The maximum number of prisoners that can be confined in a lock-up ^{must} ~~should~~ be hung up above the cell door.

152. A prisoner ^{must} ~~should~~ not be removed from one place of confinement to another for the purpose of procuring his identification. ^{That must be made to secure} The attendance of any person believed to be cognisant of the prisoner's identity should be secured.

153. The photographing of under trial ~~xx~~ prisoners will only be done under the orders of the Commissioner.

154

As the Civil and Military Station of Bangalore is not British but Mysore territory, Processes of the criminal courts of the Station and of the Mysore State may be freely exchanged and executed between the Station and the interior of Mysore. (Extract from Resident's letter No. 1407 J. 502, dated the 5th September 1881.)

155

In foreign territory.—No arrest ^{can} ~~can~~ take place in foreign territory without a warrant, and the warrant must go through the regular channel. The proper course to pursue when a person has taken refuge in foreign territory, is to report the fact to the magistrate of the district, in order that the necessary warrant may issue and the usual steps taken to procure extradition.

At the same time, in the case of any grave criminal taking refuge in foreign territory, it may frequently be advisable for the police officer to go to the head of the police of the place, where the fugitive is, and state all the circumstances, in order that the police of the territory may be warned to keep an eye on the criminal, until the proper forms have been complied with.

38

156. At present there is no~~x~~ extradition between Ceylon and the C.&M. Station, Bangalore and prisoners or persons accused of offences here cannot be arrested even though a warrant is pending against them.
157. Applications for the arrest of persons residing in any ~~Native~~ State in India must be made by the District Magistrate to the Resident who will move the State concerned.

CHAPTER XX.

BAIL BY POLICE & REMAND.

158. Attention is drawn to the provisions of Section 497 ~~(C)~~ CrP.C. Persons accused of non-bailable offences shall be enlarged on bail by the S.H.O. if they come within the scope of the section.
159. The S.H.O. ~~alone~~ is empowered to grant bail under Sections 160, 496 and 497 Cr P Code but an investigating officer may send a person to him with a recommendation to be released on bail.
160. A person arrested under a bailable warrant should not be compelled to come to the police station to give bail. The officer executing the warrant ^{must} take the necessary bail bond form with him and take bail when offered, ^{release} and release the warantee.
161. Sundays are not excluded from the time limit allowed under Section 61 Cr P Code for the production of prisoners before a magistrate.

CHAPTER XXI.

Final reports and prosecution for false complaints and withdrawal and appeal against acquittal.

162. A. 'Final report' is the report prescribed by section 173 Cr P Code to be sent to the magistrate having jurisdiction. This form will be used both for referring cases as false and reporting them as undetectable.

163. Cases must not be reported as false unless clearly so; mere probability will not suffice. Delay in disposing of false cases must be particularly avoided; cases which appear to be false, but cannot be proved to be false must be returned as undetectable.

164. Final reports will be sent to the magistrate through the Division Inspector; ^{and} Commissioner's orders must always be obtained before submitting a B or C form.

165. (A) When the investigating officer reports a case as wilfully or maliciously false, he shall state in the final report whether he intends to proceed against the complainant or not and in the latter event will give his reasons for not doing so.

(B) Before reporting a case as false, mistake of fact, or stating that no offence has been committed, the police shall serve a notice on the complainant or informant, intimating the action taken by the police and shall forward the duplicate to the magistrate with the final report. This notice will give the complainant 7 days time to appear and dispute the final report in court.

166. It is competent for a magistrate to issue any instructions to the police on a final report including a direction to charge the case, in which event the police should obtain a warrant for the arrest of the accused person.

CHAPTER XXII. SEARCHES AND PROPERTY.

167. Whenever possible the presence of the head man in a village should be obtained to witness a search if conducted in a local village ~~or the mofussil~~.

2. Police officers ~~should~~ strictly adhere to the procedure laid down in the Criminal Procedure Code relating to searches prior to commencing a search.

168. Search lists will be prepared in duplicate by the carbon process, one copy (original) will be sent to the magistrate while the other will be attached to the case diary for the information of the Commissioner.

169. Property recovered in a search will be placed before the magistrate with the forms provided and orders asked either to retain ~~or~~ ^{or} for the court to take charge..

174. When a person for whom a warrant has been issued is absconding and there is no immediate prospect of his arrest the station house officer should send a descriptive roll of the individual to the Commissioner. These names will be published in the Mysore Residency Orders and these lists will be termed the 'A' Lists.

175 The names of persons arrested or whose arrest is no longer required will be published in Residency Orders and these lists will be known as 'B' Lists.

'A' and 'B' lists should be kept corrected up to date.

CHAPTER XXIV. DETECTIVE DUTY

176 Head ~~and~~ constables and constables employed on detective duty in searching for information, following some special clue, tracing individuals whose whereabouts are unknown, and watching suspected persons, should be given the most definite instructions possible. They should see their superior officer frequently and if out of Bangalore ^{must} send in special reports at least once in three days, and the substance of these reports ^{being} shall be embodied in the case diary.

177 ^{Sub-Inspector, Sergeant} a Head constables and constables when quitting their stations on such duties ~~and Sub-Inspectors proceeding~~ likewise shall be furnished with a passport.

~~178~~ b. Men deputed on special duties ^{are expected to} will write full details of work done in their note books which will be closely scrutinised by the Sub Inspector and ^{in which any} further instructions will be given to them in their note books.

CHAPTER XXV PRESERVATION OF THE PEACE.

178. One of the important duties of the police is the collection of information about every movement, state of feeling, dispute or incident, which may lead to ^a the breach of the peace and the communication of such information to the magistrate ^{of the Commission}.

184 In addition to containing a record of investigation, the note books of police officers shall contain an account of the duty done and places visited daily. Information picked up concerning crime and bad characters and other matters of importance to a police officer should be entered. Head constables and constables are required to enter ^afull account of their doings on beat or any special duty.

185 The note books of H.Cs and constables shall be kept in the station house when off duty and be handed to them when they go out on duty and received back on their return. Note books when completed should be kept in the Circle Inspector's office for a calendar year and then destroyed. Investigating officers when transferred from a station shall leave their current note books behind.

186 An arrest report need not be sent when persons ~~are~~ arrested by Excise officers are produced in the police station to be bailed.

187 The description of a prisoner ^{shall} ~~should~~ be carefully and fully recorded in the search register on his being brought ~~to~~ ^{must} the station house. It ~~should~~ be sufficiently complete to fulfil all the requirements of a description for publication in the event of the man's absconding.

2. The prisoner's relatives ^{shall} ~~will~~ be entered ^{below} ~~under~~ the description.

3. The fact that the prisoner has wounds on his person, whether fresh or old, ^{must} ~~should~~ also be carefully noted.

188. Warrants of arrest shall be entered in the register of the station in which first received and not transferred without the sanction of ^{the S.H.O.} ~~his~~ superior officer.

(2) Unexecuted processes shall be brought forward ~~in~~ in the register at the beginning of the month in red ink.

(3) Non-bailable warrants of arrest shall only be returned through or under orders of a superior officer. It is not necessary to return warrants when applying for proclamations under Section 87 Cr P.C.

189.

Process Service.

~~189.~~ (a) All criminal processes ~~and there and there~~ issued by magistrates shall ordinarily be served by the police; the procedure regarding the service of summons and execution of warrants is laid down in the Code of Criminal Procedure, sections 68 to 86.

(NOTE).—The police must also accept and serve summonses issued to witnesses from a magistrate's court when the summonses are signed by the chief ministerial officer of the magistrate's establishment instead of by the magistrate himself.

(b) It is not the duty of the police to deliver certificates issued by magistrates for the refund of fines to parties, nor should they be sent with parties who have been fined to their villages for the purpose of receiving the fine or bringing the parties back, if the fine be not forthcoming. The law requires that the person fined should produce the fine himself directly the sentence is passed.

(c) A register of processes will be kept at all head stations.

(d) When a process is received at the station, it will be entered in the register of the station where first received only. The words "Registered No. at station" will then be written across the face of the process to obviate mistakes and double registration.

~~189.~~ ~~When a process is received at the station, it will be entered in the register of the station where first received only. The words "Registered No. at station" will then be written across the face of the process to obviate mistakes and double registration.~~

If the person wanted absconds, 10 or 15 days at the most being sufficient to ascertain this, a proclamation for him should be applied for under section 87, Criminal Procedure Code.

190. A register of licenses granted under the Arms Act shall be maintained in every station. ~~Registers~~ ^{registers} The station license shall be taken to the office of the Commissioner once a year ^{for check} ~~to see that they have been properly kept up.~~ This will not prevent the register being taken at other times ^{for verification.} ~~to see that there are no corrections.~~ ^{if required}

191. Arms received in deposit in Stores from stations will after 3 years be forfeited to Government if

no license has been obtained during the period. These arms will be sent to the ^{At} magistrate to be disposed of according to law as unclaimed property.

(2) ~~Inspecting officers in circles~~ ^{Inspectors while inspecting stations} will see that all arms which have been deposited in the first instance at stations have been sent to the stores without delay.

192. The station duty roster shall be filled up as soon as the men are detailed for duty, which will ordinarily be at 6 p.m. for the coming day. The duty of men not working in a station shall be entered at 6 a.m. as they are posted for duty.

193

^{will} A sentry book ~~should~~ be kept at all stations whether there is a regular guard or not. This book ~~should~~ show the number of each constable on sentry duty, and the time when, and the person by whom, he was posted and relieved. The sentry constable is responsible for the station property, (a list of which is hung up in every police station). If any articles are found to be missing, a note to that effect will be made in the "Remarks" column of the sentry book; otherwise no entry need be made in it.

2. and prisoners.

194 (2) Whenever prisoners are removed from the lock-up, for however short a time, a note ~~should~~ be made in this register by the person so removing the prisoner to fix responsibility in case he should escape.

194 In addition to the usual tappal book for despatch of papers, a second tappal book ~~should~~ be maintained to contain the account of postage stamps. This second book ^{only} will be ~~only~~ for all stations on the Railway and at the offices of the three circle inspectors.

195 The visiting book is for ~~the~~ remarks and instructions to the station house officers by Inspectors and for the report of Inspectors when the records etc are checked. There will however be another ~~such~~ visiting book for the remarks of ^{the} Commissioner and ^{the} District Magistrate.

196. Officers below the rank of Inspector will be issued with railway warrants when going out of Bangalore on

~~special duty or on~~ any duty. Railway warrants for police officers of other provinces will be issued by Inspectors 'B', and 'D' ^{divisions} ~~circles~~ and ^{by the} sub-inspector in charge of 'B'I (Broadway) Station. Care will be taken that all such warrants are marked in bold letters ^{with the name of} the province ^{from} ~~to~~ which the recovery is to be made.

On the reverse of warrants issued a note ^{shall} ~~should~~ be made showing the purpose for which the journey is being made.

197 Medical history sheets of head constables and constables will ~~remain~~ in the custody of the station house officer and will be given to them when proceeding to hospital.

198 Head constables and constables attending hospital for treatment will be given passports.

(2) In-patients in hospital ~~will~~ not leave the hospital without the permission of the medical officer. A man absenting himself from hospital is liable to be punished for absence without leave.

199 Defaulter sheets of head constables and constables will be in the keeping of the ^{division} ~~circle~~ inspector, who will ~~make~~ necessary entries in them after orders are passed by the Commissioner. These sheets will be kept ready for reference at Orderly rooms.

200. Station house officers ^{shall} ~~will~~ take charge of all articles seized in Excise cases when brought to the station by Excise officers, after seeing that they have been properly sealed. An entry ~~will~~ be made in the station general diary of the fact. These articles ^{shall} ~~will~~ be made over to the Excise Asst Commissioner under receipt.

201. Travelling allowance bills ^{must} ~~will~~ be sent in by the ^{division} ~~circle~~ inspector by the 5th of the month following that in which the journeys are made.

202. The station house officer shall make out the annual return of heirs relating to the staff of his station by the 10th of January of each year.
203. Every station shall be provided with a notice board to be hung outside the station for the affixing of notices of persons wanted, rewards offered etc, etc.

SECTION III&

CHAPTER XXVII

Action under Security Sections,
 PREVENTION OF CRIME, ~~SURVEILLANCE OF CRIMINALS~~
~~AND FINGER PRINTS.~~

204. Security cases either under section 109(b) or 110 of the Criminal Procedure Code against local habitual criminals should be built up on details recorded in the history sheet. It should be very exceptional for a local criminal, ~~whom~~ for whom there is no history sheet, to be put up under these sections.

205

No action under sections 109 and 110, Cr. P. C., will be taken by any police officer without the written order of the ~~Magistrate~~ or his countersignature of the charge sheet—except, of course, under the order of a magistrate.

Consideration.
 These sections require to be carefully worked. Care must be taken not to abuse them. Criminals released from jail must be given a fair chance of returning to honest ways, but when well-known habitual offenders are found under distinctly suspicious circumstances, lurking at night in suspicious places, in possession of house-breaking instruments or implements for coin-ing, travelling on the railway for no ostensible purpose except crime, or in possession of suspicious property which cannot be accounted for, such men should be put up before the magistrates and an order, if possible, obtained.

206. Station house officers ~~should~~ ^{will} instruct their men ⁱⁿ the provisions of section 53 Bangalore Police Law. This section will enable station house officers to put a check on their registered K.Ds if found loitering etc

CHAPTER XXVIII.

General CONVICTION REGISTERS & HISTORY SHEETS.

207.

(a) All persons convicted under Chapters XII and XVII of the Indian Penal Code of offences for which a punishment of three years or upwards is prescribed, will be entered in this register (Book I) immediately on conviction. Second and subsequent convictions for offences of the nature herein specified will also be entered in the ~~register~~ in proper order as the convictions occur.

History Sheet

(b) The following notes should be most carefully attended to:—

Note.—(1) An entry ~~will~~ be made in red ink in column 9 of the book of the numbers and names of such police officers ~~as~~ ^{who} can from their own knowledge, either from having been in court when sentence was passed or otherwise, testify to the fact of conviction.

(2) The dates of release of convicts from jail, also of their return to their villages will be entered in column 10. If a convict does not return within reasonable time, the fact must be reported to the ~~Superintendent~~ ^{Commissioner} and steps taken to trace him.

In column 4, the name of the jail as well as the number of the convict should be noted. This information can be obtained from the ~~monthly release lists furnished by the jail department.~~

(3) The conviction register must be carefully checked with the circle crime register. Inspectors will certify in their diaries that they have done this when inspecting stations.

(4) If a person convicted in one station ^{resides in the} belongs to a ^{limits of} place in another station, his convictions should be registered at both stations, the former sending to the latter a ^{B.G. form} containing the required particulars with the page number of the entry in its conviction register noted thereon. The latter, having registered the conviction, will return the ^{form} with similar information as to the number of the page. At both stations will be noted underneath the name of the individual in column 4 of the conviction register, the name of the other station and the number of the page on which the conviction is recorded, the words "convicted at" being entered before the name of the station in this column in the register of the station to which the person belongs.

(5) Convictions of persons who have no particular fixed place of residence should be registered at the station where the case was prosecuted.

(6) If a convict, after release, goes to live in the limits of another station, information that he was convicted should be communicated to the police of the place to which he has gone, and his name entered in the conviction register at the latter station.

(7) Information regarding the conviction of a man at one station, who ^{resides in the limits} belongs to a village in the range of another station, should be communicated through the inspector of the ^{Division} circle, or if the stations belong to different ^{Divisions} circles, through the inspectors of the respective ^{Divisions} circles.

(8) Not much room will be required for entries in Book I, as every person, whose movements it is desirable that the police should watch will be entered in ~~Book II~~ ^{the History Sheet}, and it is to that ~~book~~ ^{Sheet} that reference must be made for a bad character's history.

(8) (9) The names of persons, registered in ~~Book I~~ ^{the Journal Convict Register}, who have died, will be removed from the register by drawing a red ink line diagonally across the entry. If their finger prints have been taken, the death will be reported by the sub-inspector to the police office and the latter will communicate with the finger print bureau with a view to preventing an unnecessary accumulation of roll cards.

The names of persons registered in ~~Book I~~ ^{the Journal} (Conviction Register) will be struck off the book after a period of 15 years from the expiry of their last sentence, ~~provided in the case of persons who were sentenced in Book II, that they have been removed from that register.~~ Removal from ~~Book I~~ ^{the Journal} may be carried out by inspectors who should seek the sanction of the ^{Commissioner} Superintendent of Police for the retention of any persons whose elimination is considered objectionable.

the Register

211. History sheets ^{may} ~~shall~~ be opened for criminals of no fixed residence at the discretion of the Commissioner.

212. A history sheet ^{must} ~~shall~~ not be opened for juveniles discharged from the Reformatory nor shall they be watched, interrogated or treated as bad characters, unless suspected of committing crime, subsequent to discharge.

213. Ex-inmates of the Borstal institutions ^{shall} ~~should~~ not be styled as "known depredators" unless they have earned that title subsequent ^{to} ~~of~~ discharge from the Borstal. #

CHAPTER XXIX. SURVEILLANCE.

214. The following are the rules for the shadowing of convicts on their release from jail:-

1) Only those convicts who (i) have no fixed abode, or (ii) are not likely to return to their native place on release or (iii) are exceptionally dangerous ~~shall~~ be shadowed.

2) The Commissioner will decide which convicts ^{must} ~~shall~~ be shadowed. For this purpose the Sub Inspector will note on the conviction memo. for finger print purposes whether shadowing is necessary or not. The Division Inspector will add his opinion and the Commissioner will pass a final order.

3) The fact that the convict is to be shadowed ~~shall~~ be entered in the ^{I.D.} ~~office~~ in the finger print register and communicated to the ^{of the} ~~Superintendent~~ Jail who shall note in red ink the letters P.R.S (Police registered prisoner for shadowing) above the number of the convict in the conviction register, the Committal warrant, the history sheet, the Release Register and finally in the monthly release lists sent to the Commissioner.

4) On receipt of the release list the I.D. Sub-Inspector will make a list of P.^R/S convicts to be shadowed, and communicate same to ~~the~~ Divisions.

5. ^{is do} If a released convict ^{S.D} travels by train, the ~~District~~ Police shall point him out to the Railway Police, and the senior railway police officer present shall issue orders for the ex-convict being watched during his journey, and shall telegraph intimation of his coming to the station-house officer of the place to which he has taken a ticket, so that the District Police may be ready to take him under observation on arrival.

6. ~~When~~ When an ex-convict breaks his journey, instead of proceeding to the place to which he was granted a ticket, the Railway Police shall inform the District Police of the locality, where the ex-convict alighted, ~~and telegraph the same intimation to the station-house officer of his original destination.~~ The police of the place where he broke his journey will be responsible for keeping him under observation.

7. ~~A~~ A constable deputed for shadowing an ex-convict shall enter the fact in his note-book, in which he shall also take the signature of the constable to whom he passes on the surveillance.

8. ~~Ex-convicts~~ ^{must} Ex-convicts ~~should~~ be kept in view but on no account ~~should~~ restraint be put upon their movements.

9. ~~(1)~~ (1) Superintendents of jails are required to send to Superintendents of Police of the districts in which the jails are situated, before the 15th of each month, a list of prisoners to be released during the next ensuing month

(2) In addition to the list to be sent before the 15th, Superintendents of jails shall, if necessary, send a supplemental list containing the names of prisoners admitted after the 15th of each month and who will be released during the next ensuing month.

(3) Whenever there is delay in the receipt of release lists from jails, the matter ^{reported to the Commr. who will bring it} should be reported to the ~~Inspector-General of Police who will bring it to the notice of the Inspector-General of Prisons.~~ ^{It is the duty of Jail Superintendents.}

(4) Extracts from release lists ^{disposes} ~~shall~~ ^{will} be communicated ~~by Superintendents~~ through ~~circle~~ Inspectors to the stations within the limits of which the prisoners' homes are situated and Sub-Inspectors shall, after a reasonable time, return these extracts through their Inspectors, noting thereon whether the prisoners referred to have returned to their homes or not.

not
215.

A convict released on medical grounds is required to report himself to the Commissioner immediately on release or to the ^{division} ~~circle~~ Inspector of the locality ^{in which} he intends to reside. He ^{will} not leave the station without permission.

216. In the case of life convicts conditionally released from Port Blair they ^{shall} ~~will~~ be required to report themselves to the Commissioner immediately on release and the Commissioner will appoint a date in each month and place where the convict ^e ~~will~~ thereafter report himself.

217. The following instructions are issued with regard to ex-convicts ~~xxxxx~~ ordered to notify residence under Section 565 U.P.C. (*See also Part III, XXVIII for rules of Government.*)

1. Each station house officer is responsible for maintaining a correct list of ex-convicts ordered to notify residence. ~~xxxxxx~~
2. When an ex-convict does not appear within a reasonable time the S.H.O. shall report the fact to the Commissioner for an enquiry to be made.
3. Ex-convicts ordered to notify ~~shall~~ be watched in the same way as other dangerous criminals and their intended movements of which they give notice and movements communicated by bad character rolls.
4. The certificate prescribed by the Local Government ~~shall~~ be attached to the ~~copy~~ general diary and sent to office for file.
5. Prosecution of ex-convicts for breach of the rules ~~shall~~ not be undertaken without the sanction of the Commissioner. The offence falls under the first part of Section 176 I.P.C.
6. Before investigating and prosecuting an ex-convict under Section 176 I.P.C. the sanction of the magistrate to investigate and prosecute must be obtained.

CHAPTER XXX.

REGISTERED GANGS

218 The term 'registered gang' means a group of five or more persons of criminal propensities who have no fixed place of residence and who keep on the move throughout ~~any~~ the part of the country. It does not apply to criminal communities which have a fixed place of residence even though that abode be merely in the nature of a head quarters from which predatory excursions are made.

219. The District Magistrate has ordered that no gangs shall be permitted to take up their residence ~~xx~~ in the C & M Station, except at Domlur, in Ulsoor. Station house officers who observe any gangs in their limits ~~should~~ see that they are at once sent on to Domlur and Ulsoor station informed by telephone.

220 No gang ~~shall~~ be registered without the orders of the Commissioner and provided it has been ascertained to be of criminal propensities and to require constant watching.

221. Station house officers are responsible for placing under observation, as soon as they are discovered, parties of wanderers whose conduct gives rise to suspicion.

222. The station house officer shall at once personally examine such parties of wanderers or gangs and submit a report to the Commissioner through his Inspector. This report ^{must} ~~will~~ state the names of all the adults, with the circumstances under which they were found and if from the Madras Presidency, whether they are known to be a registered gang. The S. H. O. will then depute some constables to watch the gang, after giving them a list of the members thereof. On receipt of the report from the S.H.O. ^{the} Commissioner will pass such orders as he may deem necessary—either that they be released from surveillance or that surveillance be continued, or

~~223. If the orders of the Commissioner are that surveillance be continued the gang will be passed on to the next station to which they move, under surveillance. As long as the gang remains in the C & M Station, the S.H.O. will daily report on them in the general diary.~~

~~224. A gang once registered shall always be designated by the name and number of the District of original registry. New numbers will not be given in Bangalore.~~

225(a) Information of the disappearance from surveillance of a gang ^{must} ~~shall~~ at once be circulated in the neighbourhood and to places to which the gang is likely to go.

^(b)
~~225.~~ The C. I. D. Madras maintain a register of selected gangs known as the C.I.D. Gangs. If any persons suspected to belong to these gangs are found their finger prints ^{must} ~~should~~ be taken and sent with a personal roll form to the C.I.D. through office.

226. Important information of more than local interest about registered gangs will be sent for publication in the Madras C.I. Gazette.

227. It is very important that the F.Ps of all members of a registered gang ^{must be recorded} ~~should be on record~~ in the F.P. Bureau Madras.

CHAPTER XXXI. FOREIGNERS & VAGRANTS.

228. For police purposes 'Foreigner' means an Asiatic who is not a native of Southern India. It applies to persons whose residence in the Madras Presidency is either permanent or temporary.

229. No report need be made about foreigners who are bona fide pilgrims, or about whose conduct and demeanour there is nothing suspicious.

230. No police officer of any grade ^{may} ~~shall~~ give passport permits to any person.

231. Whenever foreigners are suspected of being concerned in any grave crime information regarding them will ^{must} be immediately communicated to the Personal Assistant to D.I.G. C.I.D. Madras by the Commissioner of Police.

232. The Commissioner of Police will report by post to the Deputy Inspector General C.I.D. Madras the entry of a gang of Baluchis or other Asiatic foreigners into his limits. The C.I.D. ^{will} ~~x~~ also be kept informed of all the doings of the gang while in his limits and of all cases taken up against any members of the gang.

It is not necessary that a constable should accompany the gangs from place to place, but whenever information is given of any assault or misbehaviour on the part of a gang, the police must take means to find out the offenders and bring them to justice.

The public ^{must} ~~should~~ be specially warned that these gangs are in the habit of passing off false old coins of former Indian dynasties. They carry with them silver and gold coins made to represent old Indian coins of native dynasties and with these they carry also a large number of sham coins which look like silver and gold ones. These are made by machinery and are excellent copies. Local tradesmen and rvots ~~should~~ be warned against accepting them.

233. Pathans come from (1) Afghanistan (2) Independent territories ^{in the neighbourhood} and (3) The North Western Province. These should be carefully watched and put up under the security sections if necessary. They

shall
~~should~~ be treated as P.R./T Prisoners if sent to jail.

One extra set of F.Ps will be taken for the Central bureau.

234. Pathans are much given to ~~xx~~ stealing and smuggling rifles and parts of rifles and revolvers and ammunition. A look-out should be kept for any indication of their being engaged in such trade.

235. If any reports or complaints are received by the subordinate police of unruly ~~xx~~ behaviour or annoyance by European or Anglo Indian vagrants, the Commissioner ~~will~~ ^{must} be informed and ~~if the complaints are frequent~~ ^{under his orders} action ~~should~~ ^{may} be taken under the security sections of the Cr P.C. as the Vagrancy Act is not in force ~~in the station~~ ^{in the station}.

CHAPTER XXXII

FINGER PRINTS

236. ~~xxxx~~ In each province there is a Finger Print Bureau in which the finger prints of criminals are kept on record. Bureaux have been established at the following places :—

Central Finger Print Bureau.		Central Criminal Intelligence Department, Simla.
Madras	...	Madras.
Bengal	...	Calcutta.
Bihar and Orissa	...	Ranchi.
Assam	...	Shillong.
Bombay	...	Poona.
Baroda	...	Bar da.
Burma	...	Rangoon.
Central India	...	Indore
Central Provinces	...	Nagpur.
Cochin	...	Trichur.
Mysore	...	Bangalore.
Nizam's Dominions	...	Hyderabad.
The Punjab	...	Phillour.
Rajaputana	...	Mount Abu.
Sindh	...	Karachi.
Travancore	...	Trivandrum
United Provinces	...	Allahabad.

237. ~~xxxx~~ The finger prints of the following classes of persons ~~should~~ ^{must} be sent for record :—

(1) persons, convicted, or reconvicted, of offence punishable, on a subsequent conviction, under section 75 of the Indian Penal Code, provided that they are likely to commit crime outside the limits of the police station within which they reside;

must NOTE.—This rule ~~should~~ ^{is to} be worked with great care and finger prints ~~should~~ always be taken when there is any doubt as to the wandering habits of the criminals.

(2) persons convicted under the bad livelihood sections of the Criminal Procedure Code, subject to same proviso as above;

(3) persons convicted of impersonating a public servant, sections 170 and 171, poisoning, section 328, kidnapping, etc., sections 363 and 373, cheating, sections 417 to 420, counterfeiting currency notes, sections 489-A to 489 D, of the Indian Penal Code.

(4) persons convicted of theft of arms and ammunition or under the Arms Act who are believed to be illicit dealers in arms.

238 ~~1887~~. (1) The finger prints of females and juveniles, as well as those of adult males, shall be sent for record.

(2) The finger prints of lepers ~~should~~^{must} not be taken.

239 ~~1889~~. Station-house officers are responsible for the taking of finger prints of all persons who have to be finger-printed under the rules in P. O. No. ~~1883~~ 237. The finger print may be taken on arrest or at any other time during the progress of the case that is convenient. If the person charged is convicted, the station house officer will fill up the descriptions of the convict and particulars of conviction, sign on the first page, and forward the Finger Print Slip with the Conviction Memo to the ~~Headquarter~~ office. If the prisoner is not convicted, the station house officer will destroy the finger print slip taken by him. *who have been bound over under S. 862 C.F.*

240 ~~1889~~. In the case of persons sentenced to whipping, fine or ~~imprisonment in a district only~~, the Station house officer will proceed as directed in P. O. No. ~~1881~~ 239. If the ~~Commissioner~~^{Commissioner} decides that it is unnecessary to send the finger print for record, it will be destroyed. If he decides to the contrary, he will forward the Finger Print Slip direct to the ~~Bengalore~~ Bureau for record and return the Conviction Memo. to the station house officer. ~~Such Finger Print Slips and Memos will not be numbered or placed on the file.~~

241. ~~237~~ ~~1887~~. In addition to those mentioned in Police Order No. ~~1888~~, the finger prints of the following persons shall be taken and sent for record, whenever they pass through the hands of the Police:—

- (1) members of registered gangs, if their finger prints are not already on record;
- (2) all persons reasonably suspected of being professional criminals, even though not convicted. In such cases, the Finger Print Slips ~~should~~ contain full details of the circumstances under which the suspect has come into the hands of the Police;
- (3) persons ordered to be deported from British India under Act III of 1864;
- (4) persons arrested in political offences, whether convicted or not. Station-house officers are responsible for taking the finger prints of these individuals, as occasion arises, and sending them to the ~~Commissioner~~^{Commissioner} for disposal.

Note.—Two slips must be prepared for those enumerated in paragraphs 2, 3 and 4.

242. ~~1889~~. Whenever a person, whose residence or antecedents are not known, is arrested on a criminal charge and it is desirable to trace his identity, the station-house officer shall have his finger prints taken and send them with a Search Slip direct to the officers in charge of the Finger Print Bureaux at Madras and Bangalore, who will return the counterfoil, filled up in reply. If the person is convicted, the counterfoil ~~should~~ be returned to the Bureaux with his Finger Print Slip sent for record. *must*

Note.—Persons who, though known, have been out of view for some time ~~should~~^{must} be treated as unidentified.

~~1889~~. If the unidentified person is suspected to be a native of, or to have wandered through, another province or a Native State, reference shall be made by the station-house officer in the manner prescribed, direct to the Central Bureau, Simla, and to the Bureau of the province concerned, as well as to the Madras Bureau.

244. ~~1887~~. A register of all such search references shall be kept in the station.

245. ~~1887~~. The telegraphic address of the Central Finger Print Bureau is "Finger Prints, Simla."

246. ~~1887~~. References to the Finger Print Bureaux should be addressed to

The Officer in charge,

Finger Print Bureau, and to

Mylapore,

Madras, S.

The Officer in charge,

Finger Print Bureau

in Mysore,

Bangalore.

247. When a person, whose finger print slip is on record in a bureau is wanted by the police but is absconding, information of the fact ^{must} ~~should~~ be sent forthwith by the station-house officer through the Commissioner to the Madras and Bangalore Bureaux.

248. When a person, whose finger print slip is on record in any bureau, dies, the station-house officer shall send in a statement to the office for communication to the Madras and the Bangalore Bureaux.

CHAPTER XXXIII

GUARDS ETC.

249. The Treasury guard shall consist of 1 Head constable or lance naik and 6 P.Cs and shall be armed with rifles, with 10 rounds of ammunition per sentry.

(2) No man shall leave the guard without the permission of the guard officer.

(3) The guard shall furnish 1 sentry by day and 2 by night.

The beat of the sentry by day will extend along the front portion of the treasury. He will be responsible that no unauthorised person enters the building from that side. This will be No.1 sentry.

At night the No.2 sentry will patrol the passage round and about the Treasury. He will always be on the alert unless and until relieved by the H.C. in charge of the guard. He will be responsible for the door of the strong room, for the arms and ammunition in the guard room and for whatever else is entered in the sentry book and signed for by him as committed to his charge.

(4) Sentries will turn out the guard for inspecting officers. They shall not leave their posts until properly relieved by the officer in charge of the guard. When on sentry duty they will carry their rifles with bayonets fixed.

250. Day duty will commence from 6 a.m. and terminate at 6 p.m. and will be divided into 6 watches of two

58

charge of the reserve as well as to the Pay and Accounts Officer,

255. One head constable will always be present on duty. Two head constables will be off duty alternately for twelve hours. On the last day of the week the head constable who should come off duty at 6 p.m. will remain on till 6 a.m. in order to effect a change in their turn of duties.

2. Each head constable will visit his sentries at least twice during his hours of night duty, noting the time he does so in the sentry book and reporting the same in the guard report for that date.

3. He ^{shall} ~~will~~ be responsible during the day for the seal on the door of the strong room, the arms and ammunition in the guard room, and whatever else may be entered in the sentry book and signed for by him as having been committed to his charge.

256. The guard ^{must} ~~will~~ be visited every day and at least twice a week during the night by the reserve sergeant.

257. A written guard report relating to the guard ^{must} ~~will~~ be prepared and submitted through the reserve sergeant to the Commissioner, on the morning following the day to which the report relates. This report ^{must} ~~will~~ be sent with the general diary.

258. A roster of duty will be maintained by the officer in charge of the guard. It will be written up at 6 a.m. and the men of the guard will be told off for duty for the following 24 hours and warned to be present at the guard room. The roster after it is signed by the officer in charge of the guard will be hung up in the guard room.

(2) If a constable appointed for duty is sick or absent, the next man on the roster will be posted,

and a note made on the reverse of the roster explaining how the change in turn was necessitated. Every entry in the roster ^{must} ~~will~~ be signed.

259. The relieving head constable will go round with the sentry and examine, with lantern at nights, every door, window bolt, lock and seal before posting a new sentry.

If everything is found correct a note ^{must} ~~should~~ be made in the sentry book to that effect. Should however any irregularity be discovered this ^{must} ~~should~~ also be noted in detail in the same.

260. The official seal of the Pay & Accounts officer and that of the treasurer must be affixed to the outside of the treasury door and the police officer on sentry must see that the two seals are not broken except by order of the Pay & Accounts Officer.

261. The guard will always sleep near their arms at night and turn out at a moment's notice.

262. Neglect of guard duty will always be severely punished.

263. Sentries must challenge all persons approaching their posts after dark and ~~should~~ call out in a sharp tone, 'Halt who comes there', if the person gives a satisfactory reply the sentry will say "Pass Friend all's well" If the reply is unsatisfactory the sentry will halt the person and call on the head constable in charge, if the person answers 'visiting rounds' then sentry will at once turn out the guard.

264. If a guard is supplied, by the Commissioner, on the application of persons in emergent cases and are to be on duty day and night, the number of men to be supplied will never ^{be} ~~consist~~ of less than 4 P.Cs.

CHAPTER XXXIV

ESCORTS *7/6*

265. Please see next page.

265. The following scale is given as a general rule, to be varied as local experience may prove an increase or decrease necessary:-

Sums not exceeding Rs. 2000... 1 Head constable & 2 constables.

Sums over Rs. 2000 but not exceeding Rs. 5000 one H.C. & 3 P.Cs.

" " 6000 " 10,000 one H.C. & 4 P.Cs.

" " 10,000 " 20,000 One " & 6 P.Cs.

" " 20,000 " 50,000 1 Sub Inspector & 2 H.Cs. 10 P.Cs.

" " 50,000 " 1,00,000 one S.I. 2 H.Cs & 12 constables.

" 1,00,000 ... 1 S.I. 2 H.Cs, 15 constables.

The full escort need rarely accompany treasure when ^{sent} ~~set~~ by rail. A sub inspector or Sergeant as the case may be, and two constables for each wagon should suffice in almost all ~~disputing the escort~~ cases of escort of treasure once placed in the train. The officer despatching the escort ^{shall} ~~should~~ send notice, and care must be taken by the officer of the district in which the destination (by rail) lies that the full escort is ready to support the Sergeant and his small guard on the arrival of the train.

266. (1) Escorts must return in a body in charge of their officer.

(2) ~~Officer~~ Escorts going to Madras City will report to the office of the Commissioner of Police, at Egmore.

267. (2) Police treasure escorts will not allow transshipment of treasure ^{re} after dark.

268. The following instructions are contained in the Civil Account Code for the receipt and delivery of treasure by the officer in charge of the escort:-

1. The escort officer shall count the bags as they are being stowed in tumbrils or chests or if boxes are used, will see the boxes are weighed. ~~He should~~ ^{shall} refuse to take charge of treasure insecurely packed and report the reasons for so doing to the proper authorities.

2. He shall sign the receipt at the foot of each copy of the invoice as responsible for '.....bags packed in.....tumbrils or.....boxes of marks and weight detailed above said to contain coin to the value of rupees.....', The blanks will be filled up in words.

3. When the escort officer is relieved in the course of the journey he shall obtain a receipt for '.....tumbrils in good order said to contain.....coin to the value of Rs.....in.....bags' or for '.....boxes, iron ^{hooped}

~~hooped~~ and in good order said to contain ----- coin to the value of Rs.....". When the remittance reaches the addressee the latter shall count the bags and weigh the boxes and give a receipt for ".....bags said to contain coin to the value of Rs.....", or for boxes of marks and weights detailed in the invoice said to contain.....coin to the value of Rs.....". If any box be short weight, or shows signs of having been tampered with, it should be opened in the presence of the escort officer, otherwise he should be allowed to return at once.

269. Under the Civil Account Code a paper containing instructions in English shall be given to the officer commanding a treasure escort proceeding by rail, by the treasury officer despatching a consignment. These instructions will be handed over on relief to the relieving officer.

270. The officer in charge when starting with a remittance by rail ^{shall} will wire to his relieving officer the probable time of his arrival at the relief station. He ^{shall} will also wire to the relieving officer the number of the train (passenger or mail) conveying the remittance and its hour of departure and ^{shall} will wire again en-route if any change in the train has been made or if anything has occurred to delay its arrival.

271. Police guards escorting treasure by rail will travel in the last compartment of the 3rd class carriage nearest the van carrying the treasure.

(2) Before treasure is loaded in a van the latter shall be examined by the officer in charge of the escort to see that it is secure in every way. If any defects are found he ^{shall} will immediately bring the matter to the notice of the station master and if they are not remedied or another secure van is not provided he ^{shall} will decline to load the treasure and will report the matter to the Commissioner. The treasure will be deposited in the van in the presence of the whole guard, after which the van will be locked on both sides. The guard will be furnished with an extra padlock of

good quality for each door to be used in addition to any furnished by the railway. If the wagon be secured by double locks, one key ~~will~~ will be kept by the potdar accompanying the treasure and the other by the escort officer; if there be only one lock, the key will be held by the potdar ^{but} ~~by~~ the escort officer is responsible for not allowing the wagon to be opened before arrival at destination, save in case of a break-down, when the treasure must be moved to another wagon in his presence. In the case of remittances sent without potdars single locks will be used and the keys will be entrusted to the escort officer in a sealed cover which he will not open except when absolutely necessary in the case of a break down.

3. At every important railway station at which the train stops for any length of time (a quarter of an hour or more) a constable will be posted on sentry on either side of the treasure wan or wagon, both the locked doors of which ^{must} ~~will~~ be carefully examined with a lantern by the senior officer of the escort whenever such sentries are posted.

4. The officer in charge of the relieving guard ^{shall} ~~will~~ see that the numbers of the wagons agree with those given in the blank receipt tendered for his signature, that the locks and all openings or ventilators are secured and that the unlocked doors of the van cannot be opened.

272. In the Civil & Military Station.

1. Escort work of every description whether from one station, to another or to and from jail will invariably be done by day light, never after dark without special permission of an inspector.

2. All prisoners whether on remand or convicted, will be escorted from court to jail or from jail to court under a proper guard in the prison van .

64

273

(a) *Outside the Civil and Military Station.*

(1) Escorts in charge of prisoners or treasure coming from the Bombay Presidency will be relieved at Harihar. On receipt of intimation from the officer in charge of the escort, the Sub-Inspector of Police, Arsikere, in communication with the ^{Commissioner} Superintendent of Police, will at once arrange for the necessary relief.

(2) Similarly, escorts in charge of prisoners proceeding towards Bombay will be relieved at Ranibennur, in the case of one or two prisoners, or if more, at Dharwar.

(3) Escorts in charge of treasure leaving Bangalore for Bombay *via* Guntakal will be relieved at Hindupur. On receipt of intimation, the District Superintendent of Police, Anantapur, will arrange for the necessary relief.

(4) Similarly, escorts in charge of treasure proceeding from Bangalore to Madras will be relieved at Jalarpet by the Salem Police. The District Superintendent of Police, Salem, will arrange for the necessary relief.

(5) Prisoners proceeding from Bangalore to Madras will be relieved at Kuppam. The District Superintendent of Police, North Arcot, will arrange for relief.

274.

Escorting convicts &c.

□. (1) Convicts proceeding by rail will be hand-cuffed in couples while in transit.

(2) The officer receiving charge of convicts ^{will} ~~should~~ see that the warder in charge is furnished with the necessary papers and point out the difficulty that will be experienced, if the papers are not in proper form; ~~and~~ ^{he will} satisfy himself the convicts have no tobacco, etc., in their possession.

(3) The strength of escorts accompanying convicts will be fixed according to circumstances.

(4) Prisoners shall not be sent by mail trains, except in cases in which it may be considered necessary for special reasons that this should be done.

(5) When convicted or committed prisoners or lunatics are made over to the police for escort to a jail or sub-jail outside Bangalore, the magistrate will give the police officer commanding the escort money for food and other expenses of the persons escorted, and a memorandum specifying the names of the prisoners, the number of the case, a brief description of each prisoner, and the officer to whom, and the time within which, the prisoners are to be made over.

NOTE.—The travelling and feeding charges incurred by police escorts on account of witnesses arrested under warrants issued by criminal courts under section 92, C. P. C., will be paid by such courts.

~~(6) No prisoner shall be required to march by road more than 15 miles in twenty-four hours.~~

(6) (7). The officer in charge of the jail will grant a certificate in the form prescribed by the Inspector-General of Prisons acknowledging the receipt of the prisoners, which will be delivered by the police to the magistrate in proof that the duty has been performed.

(8) (8). The minimum strength of the police guard shall be as follows:—

For a single prisoner, two constables including the Head constable in charge, if any.

For two prisoners, two constables.

For more than two and not more than four prisoners, two constables.

For more than four and not more than six prisoners, three constables.

For more than six and not more than ten prisoners, one Head constable and four constables.

In cases where a female prisoner has to be conveyed under these rules, a female warder should, wherever possible, be employed to accompany her, the necessary reduction being made in the strength of the male guard.

When prisoners are of desperate character or from other causes are likely to attempt to escape or when the number to be escorted exceeds ten, the strength of the police guard shall be increased at the discretion of the Inspector.

~~(8)~~ (7). Whenever a prisoner is escorted under these rules by the Police, the cost of conveyance and of maintenance shall be advanced by the magistrate to the police officer in charge of the escort.

274 (7). The following scale of dietary charges is allowed for under trial prisoners, in police custody.

- | | | | |
|----|------------------------------|----------------------|---|
| A. | Europeans & Anglo-Indians .. | R ^s 0/8/0 |) ~~per day~~ |
| | Indians | R ^s 0/2/0 | |
| B. | Europeans & Anglo-Indians .. | R ^s 1/8/= |) per day when
on a railway
journey of more
than 12 hours
duration. |
| | Indians | R ^s 1/0/0 | |

shall be issued both for the prisoners and the escorts.

276 No prisoner will be admitted into the jail on a Sunday or general holiday, with the exception of such prisoners as may have been temporarily absent attending court; nor will any prisoner be admitted before sunrise or after 5 p.m.

(7) 277 The usual strength^m of escorts for prisoners ^{will} ~~shall~~ be as laid down in para (8) P.O. 274.

278. Reserved accommodation^m shall be obtained for the conveyance by rail of all parties conveying prisoners who number over five, including the prisoners, and of persons in the custody of the police who are insane, violent and dangerous. Reserved accommodation^m is not required for parties numbering five or under, unless the prisoner is a military prisoner or insane, violent or dangerous.

The following table shows the accommodation^m required for parties of police and prisoners on the broad and metre gauge lines.

~~171~~ The accommodation required ^{must} ~~should~~ always be entered in the railway warrant. If the party has to travel on both the broad and metre gauge lines the accommodation required on each line ^{must} ~~should~~ be specified.

SCALE OF ACCOMMODATION

No: of prison- ers	Strength of <u>escort</u>		Accommodation required on Broad gauge lines of all railways	Accommodation required on metre gauge lines of all railways
	H.Cs	P.Cs		
1	..	2	Three seats	Three seats
2	..	2	Four seats	Four seats
3	..	2	Five seats	Five seats
4	..	2	One compartment	One compartment
5	..	3	do	do
6	..	3	do	Two do
7	1	4	* One reserved compartment (for 1 H.C & 3 unreserved seats (for 2 P.Cs and one prisoner).	One reserved compartment (for 1 H.C. & 4 unreserved seats (for 2 P.Cs & 2 prisoners).
8	1	4	* ditto but 4 unreserved seats (for 2 P.Cs & 2 prisoners).	ditto but 5 unreserved seats (for 2 P.Cs & 3 prisoners).
9	1	4	* ditto but 5 unreserved seats for 2 p.cs & 3 prisoners	Two reserved compartments.
10	1	4	Two reserved compartments.	ditto.

) * Except on the Bengal Nagpur Railway where two compartments should be requisitioned for.

279. When prisoners ^{are} ~~happen to be~~ escorted by the railway police ^a ~~the~~ railway warrant ^{must} ~~should~~ be used.

280 On the ~~pp~~ apprehension by the police of a deserter from the army, intimation thereof ^{will} ~~should~~ be given to the Officer Commanding the unit if in garrison, otherwise to the Station Staff Officer, who will furnish an escort for the deserter. In the case of deserters of units outside Bangalore, the apprehending officer ^{will} ~~should~~ attend at the court and give his statement of how he arrested the prisoner which will prevent the officer being summoned to military courts out of the station thereafter. The arrested soldier ^{if belonging to an unit outside the garrison} ~~will~~ be

284. All men except in Gal. Dominica
except Antigua

produced at the courts for remand ~~being obtained to~~
military custody ~~of soldiers belonging to units outside~~
~~the station.~~

281.

2. The following is the scale of orderlies prescribed for the Hon'ble the Resident, Magistrates, and Police Officers :—

The Hon'ble the Resident	...	3	constables.
Secretary to the	...	1	"
First Assistant Resident	...	2	"
Commissioner	...	1	"
Superintendent of Police	...	6	"
Munsiff	...	1	"
Second Magistrate	...	1	"
Police Office	...	1	"
School and Stores	...	1	"
Circle Inspectors (each)	...	1	"
Prosecuting Inspector	...	1	"

282 No orderly is allowed for the office manager.

283 The duty of the magistrate's orderly is connected with ~~the office~~ court work. He ~~should~~ ^{must} not be ~~put~~ ^{used} to perform the work of ~~an~~ the ordinary office establishment.

CHAPTER XXXV. BEATS & STATION DUTIES.

3. The following Table shows the hours of the watches and the turns of duty of the sections for 6 days to be adopted in all stations of B and C Divisions :—

	Time	Date						
		1	2	3	4	5	6	7th day
Beat Duty	6 a.m. to 9 a.m.	A	B	C	D	E	F	These duties will be the same as on the 1st day.
	9 a.m. to 1 p.m.	B C	C D	D E	E F	F A	A B	
	1 p.m. to 3 p.m.	D	E	F	A	B	C	
	3 p.m. to 5 p.m.	E F	F A	A B	B C	C D	D E	
	5 p.m. to 9 p.m.	A B C	B C D	C D E	D E F	E F A	F A B	
	9 p.m. to 3 a.m.	{ D E F	{ E F A	{ F A B	{ A B C	{ B C D	{ C D E	
	12 m.n. to 6 a.m.							
Station remain	6 a.m. to 9 a.m.	B C	C D	D E	E F	F A	A B	Do
	9 a.m. to 1 p.m.	A	B	C	D	E	F	
	1 p.m. to 3 p.m.	E F	F A	A B	B C	C D	D E	
	3 p.m. to 5 p.m.	D	E	F	A	B	C	
	5 p.m. to 9 p.m.	D E F	E F A	F A B	A B C	B C D	C D E	
	9 p.m. to 12 mid-night	{ F E D	{ A F E	{ B A F	{ C B A	{ D C B	{ E D C	
	3 a.m. to 6 a.m.							

284. *Make chapter revised.*

P.O. 284(continued)

In filling in the "Beat constables Duty Rosters" at stations, the following rules ~~should~~ ^{will} be observed:—

8 pm to
24 hours.

(1) At 6 A. M. daily, the Station House Officer or senior officer on duty at the time, ~~should~~ ^{will} fill in the numbers of the constables for duty for the day, and at 9 P. M. the numbers of the constables for duty for the night.

(2) If after the roster for the day or night has been filled in, a constable for any reason is not available for the duty allotted to him, the station house officer or senior officer on duty ~~should~~ ^{will} make a remark in red ink against his number.

Omit

(3) At night, there are ~~three~~ ² sections for duty; these ~~should~~ ^{will} be divided into two parts which will be sufficient for the beats.

Omit
omit

(4) In the event of there being a shortage of men for night duty, the station house officer will stop the house turn of the required number of men of that section which is due for 2nd house turn.

Omit
omit

(5) When a house turn is thus stopped to meet a casualty, the station house officer will not send the constable on evening duty from 5 to 9 P. M., but will allow him to have those hours off duty.)

5-9 Omit

(a) For entertainments at night, those men ^{who are due} to go home at 9 P. M. and return at 1 P. M. the following day, ~~should be utilized~~ ^{will be utilized}

Omit Omit

(6) The following day such men will not go on duty earlier than ~~8.30~~ A. M.

(7) All entries in rosters ~~should~~ be in black ink and all corrections or additions in red ink, and initialled.

Omit

(8) The necessary form of duty roster will be prepared according to the subjoined form.

(9) During "remain" hours, the station house officer or senior Head Constable will see that the men are instructed in the laws, pending cases, proclaimed offenders, known depredators and general duties. (Thus there will be instruction class every day which ~~should~~ be held from 5 to 6 P. M.)

(a) During these 'remain' hours in the mornings, men can be used ^{for cleaning} ~~to see to the arms and accoutrements~~ being cleaned and ~~stain property~~.

Omit
omit

(10) Men who are in excess of the sections ~~should~~ be put on for night duty in excess of the number told off according to the duty roster.

Omit Omit
284 A

(11) During the first five watches the beats ~~shall~~ ^{will} be at fixed points. From 10 P. M., night rounds ~~shall~~ ^{will} begin.

~~B A.~~ (1) For the first ^{ten days} fortnight after posting to a station, recruits ~~shall~~ ^{will} be under instruction and ~~shall~~ not perform the regular duties.

(2) They ~~shall~~ ^{will} be taken round by Head constables and shown all the K. Ds in the division

(3) They ~~shall~~ ^{will} be made to learn K. Ds., proclaimed offenders and undetected crime by being set regular tasks, in which they ~~should~~ be examined by one of the Sub-Inspectors.

(4) A constable transferred from one division to another ~~shall~~ ^{will} be shown all the K. Ds. in the division before being taken to regular duty.

Omit

~~B B.~~ Section officers ~~shall~~ ^{will} issue ~~their~~ note-books to their men, read over to them any information to be noted, giving necessary instructions, and march them ~~off~~ to beat. Men ~~should~~ ^{will} be marched together to their beat points as far as practicable, but, if their courses are divergent, they must proceed singly from the point of divergence.

Omit

~~B C.~~ The duties of beat constables are (1) ~~to direct traffic~~; (2) to prevent obstructions; (3) to be available in any emergency, such as a breach of the peace, accident, or occurrence of a crime (3) to assist public when information is sought, or their aid invoked, provided that they can legitimately do so; (4) to take note of bad characters and suspicious strangers.

286

^{64.}
But the whole of the Traffic control men will be an
of the Division Sergeants
Men on Traffic duty ~~will~~ not leave their posts unless
either relieved or under very special circumstances
e.g. occurrence of a serious accident ^{near a} ~~at his~~ post and
~~there be~~ ^{being} no one present to remove an injured person
to ~~a~~ hospital. In such a contingency the P.C. ^{will} ~~will~~
return to his post immediately, *he has left the injured*
person at the hospital.

287

Traffic ~~shall~~ ^{will} be regulated in a such a manner as to
maintain a clear line of progression in each direction.
Vehicles must be driven on the left side. ^{Signals} ~~Orders~~ to
drivers ~~should~~ ^{must} be clear and distinct.

288

In the event of a signal not being obeyed, the driver
at fault should, if possible, be stopped and his name,
address, license number in case of a motorist ^{or Hackney carriage driver} with the
number of the vehicle should be recorded in the note
book. These particulars should be demanded in a polite
but resolute
/ manner. Police officers should be calm on traffic
duty and avoid altercation, ~~or enter into any~~ argument
or use ^{of} ~~any~~ abusive language.

289

Motor vehicles seen committing any breach of Motor
offences will be stopped if possible and particulars
noted in the preceding order recorded.

290

On the report of a motor offence by traffic constables
or head constables, Inspectors ^{must} will submit same in a
tabulated form to ^{the} Commissioner for orders as to
whether the report should be investigated, ^{for the purpose of a prosecution} ~~presented~~
or the offender warned by means of a notice.

291

In cases of collisions between vehicles or accidents
to persons by vehicles, the station house officers who
enquire into the report at once will submit along
with their report ^{accident} a plan of the scene giving the
exact position of the vehicles etc with distances from
the centre or side of the road.

P.O. ~~will~~

292. Men on traffic duty must be made to realise that their ^{whole} attention is to be concentrated on traffic. ^{9 they will not salute any officer} They will pay no compliments except to the Hon'ble the Resident, The G.O.C. Madras District, and H. H. the Maharaja, each of whose cars ^{has a} distinctive flags. The flags used are:

1. The Resident Union Jack
2. The G.O.C. Madras District.. Red Pennon
3. H.H. The Maharaja 3 red flags with Mysore,
4. H.H. The Dowager Maharani... crest in yellow.

293

~~293.~~ In rainy weather each man will, when being marched to his F.P. take with him his waterproof coat which he will use if it rains and will make same over to his relief if required. No excuse will be accepted for leaving a traffic point.

294. As the men attached to the traffic squads are on the strength of the various stations, when leave is sanctioned, those stations will send a suitable substitute but care will be taken that not more than 10% of the traffic men are away at one time.

295. Traffic constables will wear no batons.

CHAPTER XXXVI - MISCELLANEOUS.

296. As the Places of Public Resorts Act is in force in the C & M Stn. Bangalore, a licence ^{under the Act} must be obtained from the Commissioner of Police before any place or building, with an area of 500 sq.ft or more ^{is used} ~~is used~~ for public resort or entertainment ~~under Section 27 Bangalore Police~~ ~~Law~~. The conditions of the license prescribed under the Act and rules are noted on the reverse of the license (Vide XXVI Part III)

(2) Any Inspector or Sub Inspector may at any time inspect such building or enclosure and may prevent its use as a place of public resort, if there is no license, or if the conditions of the licence are not observed or if he sees reason to apprehend imminent danger to the public.

(3) The Commissioner will decide whether any police officers are needed for duty at a licensed place of public resort and if so the number and ranks of such officers. The licensee will pay for their services as laid down in the following P.O.

297. The following scale of fees will be charged for the services of the police at places of public resort or at private entertainments tournaments etc. Such services will be rendered only by order of the Commissioner.

	By day.			By night.		
	Rs	As.	Ps.	Rs	As	Ps.
i. Inspectors.	3	0	0	6	0	0
ii. Sub Inspectors	2	0	0	4	0	0
iii. Sergeants	2	0	0	4	0	0
iv. Head constables	1	0	0	1	0	0
v. Constables	0	8	0	1	0	0

NOTE:- When entertainments etc. break up before midnight day charges only will be made. ~~In the case of a matinee performance being followed by a later show after an interval of an hour or so, two sets of men will be deputed for duty.~~

(2) No fees will be charged for functions which are ^{for} ~~of~~ a charitable purpose or for functions to which admission is free and ^{from which the} ~~from which~~ public generally are not excluded.

(3) "Off Duty" men only will be deputed for duty at the above noted places and the fees levied will be paid to them in full.

(4) Bills for Police service will be submitted in duplicate through the Commissioner.

298. Destitute persons found dying of disease or starvation in the streets and public roads, and abandoned infants should at once be taken to the Bowring Civil or the Lady Curzon Hospital. If admittance be refused there, they must be taken to the magistrate's office and the case fully stated to enable him to issue instructions; he will give orders in respect to their admission into any existing institution. All destitute sick Europeans, unconnected with the Army and having no friends at hand to take charge of them, should always be taken to the Bowring Civil or the Lady Curzon Hospital.

299. Every officer in charge of a police station shall apprehend and send to a magistrate all persons found wandering at large who are deemed to be lunatics and by reason of their lunacy are considered to be dangerous or incapable of taking care of themselves.

If it appear to a magistrate on the report of a police officer, or the information of any other person, that any person within the limits of his jurisdiction deemed to be a lunatic, is not under proper care and control, or is cruelly treated, or neglected by any relative, or other person having the charge of him, the magistrate may send for the supposed lunatic and

299

(continued)

If there be no person legally bound to maintain the supposed lunatic, or if the magistrate think fit so to do, he may proceed as prescribed in the last preceding section, and upon being satisfied in manner aforesaid that the person deemed to be a lunatic is a lunatic, and a proper person to be detained under care and treatment, may make an order for his reception into the lunatic asylum. It shall be the duty of every police officer to report to the magistrate every such case of neglect or cruel treatment as aforesaid which may come to his knowledge. (~~vide paragraph 4 of Chief Commissioner's Notification No. 144, dated 31st July 1874~~).

(c) Officers concerned will be held strictly responsible not only for observance of the law, but for the humane and considerate treatment of alleged lunatics.

300.

(a) When soldiers or others, amenable to the Army Discipline and Regulation Act, have been accused of offences punishable under the Indian Penal Code, and a military court of inquiry is ordered to assemble, it is the duty of the police to give every assistance in ensuring the attendance of witnesses over whom the military authorities have no control, or following up clues leading to persons or places to whom the military could have no access.

(b) Whenever any person subject to the Indian Articles of War is accused of any military offence, and is within the jurisdiction of any civil, political or police officer, such officer shall aid in the apprehension and delivery to military custody of such person upon receipt of a written application signed by his Commanding Officer.

301.

Sentences of whipping awarded by Judicial or magisterial officers of any grade and not combined with imprisonment will be *carried out* by police officers, *if the Judicial Officer or Magistrate so directs*
CHAPTER XXXVII. FIRES.

302.

1. **Fire engine.**—The Fire engine is located in the Fire Station in Commissariat Road. It is manned by a Fire Brigade staff who are under the control of the Reserve Sergeant and it will work under his directions. The Reserve Sergeant is responsible to the ~~District Superintendent of Police~~ *Commissioner* for the proper working of the staff.

2. **Summoning the engine.**—On the outbreak of a fire, the first police officer in the vicinity who hears of it, shall immediately *telephone* to the Fire Station—asking Exchange for “Fire Brigade”—for fire engine to be sent. He shall indicate the locality and extent of the fire as precisely as possible. He shall then *telephone* the information to the nearest police station after which he shall proceed to the scene of the fire to render assistance. If no telephone is immediately available he shall himself proceed with all possible despatch to the nearest police station and report.

3. **Directing the engine.**—The exact spot where the fire is burning can seldom be understood on receipt of the call at the Fire Station. It is therefore most important that people—(police officers—if available, otherwise private people)—should be stationed on the main street down which the engine must come, to direct it. *hall*

The police officers first on the spot should see to this and it ~~should~~ be the first duty of a responsible officer from Inspector to Head Constable, to see that it has been done.

4. **Directing engine to hydrants.**—Besides directing the engine to the scene of the fire it is equally important that the police officers first on the spot should find out where the two nearest hydrants, or other water supply, are situated and tell off men to meet the engine on arrival at the scene and direct it to the hydrants or other water supply.

A list of hydrants in the Station limits shall be hung up in each police station and every police officer should be made to know their position.

5. **Importance of directing engine to scene and water supply.**—The importance of directing the engine first to the scene of the fire and then to the hydrants or other water supply cannot be over estimated. All police officers must thoroughly realize the importance of these points.

6. All police officers to go to scene.—All police officers in the vicinity who hear of a fire shall go there at once unless prevented by work so important that they cannot leave it.

Traffic constables will not leave their posts.

7. Action in police station.—(a) The senior officer present in a police station, on receiving information of a fire, shall, if no intimation has already been sent to Fire Station, immediately telephone to the Fire Station for the engine, then, if the police station is not the No. 1 Station of the Division, to the No. 1 Station of the Division, and then to the District Superintendent of Police bungalow—Telephone No. 44. *Commissioner*

(b) Steps shall be at once taken to inform the Inspector, Sub-Inspector and Sergeant by special messenger or telephone and all available police officers shall be sent at once to the scene in the quickest manner possible.

(c) The first person to use the telephone in connection with a fire—whether it is a policeman on outdoor duty (Rule 2) or the senior officer in a Police Station (Rule 7) or the telephone orderly in the Fire Station vide Rule 43 (a) *infra*, is responsible for calling up the Sub-Divisional Officer, Water Supply—Telephone No. 25—stating the locality of the fire and asking for closure of valves so as to get a greater water supply in the fire area. There is always some one on duty in the Sub-Divisional Officer's office who understands the vernacular.

8. Duty of Inspector, Sub-Inspectors and Sergeants.—It shall be the duty of the Inspector, Sub-Inspectors and Sergeant of the Division to proceed to the spot as quickly as possible.

9. Help from the neighbouring division.—If help is required from the neighbouring division the senior officer shall send for it promptly.

10. Action pending arrival of engine.—Pending the arrival of the engine the police officers on the spot shall take all possible steps to extinguish the fire and prevent its spreading by removing the thatch of any thatched buildings close by and taking away any inflammable articles near the spot.

11. Keeping the scene clear.—As soon as sufficient police officers are present the senior officer shall detail men to keep back the crowd and to keep clear the approach to the hydrants or other water supply and the space between the hydrants or other water supply and the scene of the fire. This is essential in order that the engine may come rapidly into action.

12. First consideration, safety of inmates.—The first consideration on arriving at a building on fire is to ascertain that all the inmates are safe. If there is any doubt on the point the building should be searched if possible.

13. First steps to be taken at scene.—The first steps to be taken on arrival at the scene of the fire are:—

(a) To get every person out of the building and endeavour to rescue any person in peril.

(b) To examine any out-houses in which horses, cattle or other animals are likely to be secured. Any animals found should at once be cut loose and removed.

(c) To see that doors and windows, especially on the ground floor, are kept closed as such openings create a draught which seriously increases the fire.

(d) To get the electric current cut off from a building supplied with electricity. This is necessary as a shock can be communicated through the column of water to persons working the hose.

14. Cutting off electric current from a building.—When the electric current has to be cut off from a building a telephone message should be sent to the Electric Power Station "B"—Telephone No. 110. The position of the building should be stated. The power cannot be cut off instantaneously but officials will be sent to remove the fuses on the distributors supplying the particular district or the fuses connecting any particular building with the distributor. As this procedure must take some time, very early intimation should be sent to the Power Station in the case of a fire occurring in any building fitted with electricity.

15. Moving in a burning room.—(a) Should it be found difficult to breathe in a room on fire or full of smoke, it will be found an advantage to go down on the hands and knees and to keep the head low down, as there is often pure air close to the floor, even when it is impossible to see across the room; and by placing in the mouth a wet handkerchief or anything through which air can be filtered it is quite possible to remain for some time.

(b) To relieve a room full of smoke, it is best to open or break a small part of a window both at the top and bottom.

(c) It should be understood that the nearer one gets to the fire itself, when a fire is burning in a confined space such as a room or godown, the more air will be found. One must therefore not be deterred by smoke as the air will become purer and more plentiful as one approaches the fire. So long as the head is kept below the seat of the fire there will be very little difficulty in breathing.

* ~~Sp. of animals
compensate for damaged
clothing~~

302
(cont).

16. After arrival of engine-fire fighting.—After the engine has arrived the control of the actual fire-fighting operations shall be taken over *entirely* by the Reserve Sergeant. He shall be entitled to command the services of *any* police officer and only such police officers as are required by him shall thereafter be employed in the actual fire-fighting. This does not refer to paragraph 17 below.

17. After arrival of engine—Duty of divisional police.—(a) After the fire engine has arrived the senior police officer of the division shall see to the preservation of order at the scene and the safeguarding of property.

(b) In the event of its being necessary to demolish buildings or remove property he shall take charge of these operations.

18. Arrival of police officers.—A police officer shall be deputed to take charge of all police officers as they arrive and tell them off to duty.

19. Keeping police in reserve —All police officers, not immediately required for duty, shall be kept in reserve in a body under this officer. It is most important to prevent men from straggling.

20. List of men engaged in fire fighting to be made.—After the fire has been extinguished or brought under control enabling police officers to be dismissed, the senior officer of each division shall collect his men and the Inspector of the division in which the fire occurred shall have a list made of those who were engaged in fire-fighting. *of any of their clothing which may have been damaged.*

21. Telling off of men to guard property.—The Divisional Inspector shall tell off any men required to guard property. These men shall ordinarily come from the division concerned.

22. Watch for thieves.—A sharp look out must be kept for thieves and for persons who, though not professional thieves, do not scruple to possess themselves of articles found lying about on such occasions. Care must also be taken to prevent access to stores of liquor. Onlookers, whether Indian

23. REMUNERATION, or European, should be promptly moved beyond the Gorden.

(1) Remuneration is given to Police officers employed on actual Fire-fighting operations, one third of the charge being borne by the Municipal Commission. The Divisional Inspectors shall send in a list of all Divisional Police officers, of whatsoever rank, so employed and the Reserve Sergeant of Reserve Police officers.

24. Aid from Military.—In the case of a fire occurring in a civil area, if the Fire Brigade are unable to deal with it alone a telephone message *in English* will be sent by the senior police officer present to the ~~Brigade~~ Headquarters—Telephone No. 23—requesting the help of the Military manual engines and stating the number required and the location of the fire. These engines will be under the control of the senior military officer present and will work in conjunction with the fire Brigade.

25. Fire in a Military Area.—In the case of a fire occurring in a military area, the officer in charge of the Brigade will, immediately on arrival at the scene, report to the senior military officer present and work under his orders.

26. Valves to be re-opened —After a fire or practice, the Station Sub-
s should see that the water valves within their station limits which
during the fire or practice are re-opened.

Office
Sub

Head cc

Damage

FIRE BRIGADE ORDERS.

e allowed in the Fire Station.

allowed in the Fire Station.

is the officer in charge of the Fire Station and
laints shall be made to the ~~Commissioner~~ *Commissioner*
le will be known as the Chief Officer.

on leave, sick or absent from the Civil and
er charge of the Fire Brigade and Station to
be relieved of Division duties.

ists of :—

302
(cont)

Hours of Duty :—

Driver—7 a.m. to 1 p.m. in Fire Station.

1 p.m. to 5 p.m. off duty.

5 p.m. to 9 p.m. in Fire Station.

9 p.m. to 7 a.m. in quarters.

The Driver may be allowed extra time off duty till 8 p.m. at discretion of the ~~District Superintendent of Police~~ ^{Commissioner} to whom application must be made and whose sanction must be received in every instance.

Constables—will be on duty in batches of six for a week at a time.

5 p.m. to 1 p.m. in Fire Station

3 off duty from 1 p.m. to 3 p.m.

Other 3 off duty from 3 p.m. to 5 p.m.

Head Constable—off duty from 9 a.m. to 1 p.m. He will be changed once a week.

Lascars—both on duty from 7 a.m. to 1 p.m.

1 off duty from 1 p.m. to 5 p.m.

The one on duty from 1 p.m. to 5 p.m. to go off duty from 5 p.m. to 7 a.m.

31. No lascars shall be punished in any way without the orders of the ~~District Superintendent of Police~~ ^{Commissioner}.

32. The Chief Officer shall pay surprise visits to the Fire Station and check the presence of the staff on duty.

33. A book will be maintained at the Fire Station wherein the Chief Officer will invariably write his exact destination on such occasions when he is not in his quarters or in office.

On return to quarters or office he will note the fact in the book.

34. If a fire occurs when the Chief Officer is not immediately available, the Driver will take the engine out with the Brigade and charge of same will be taken at the scene of fire by the senior police officer present there.

35. If, for any reason, the Driver is not available without delay, the engine is—*under no circumstances*—to be taken out by any one else. The Station concerned will be notified by phone that the engine cannot proceed to the fire and a similar message will be sent to the ~~District Superintendent of Police~~ ^{Commissioner}.

36. A diary will be maintained in the Fire Station. In this will be entered:—

1. Destination of Driver during off duty hours, and time of return from off duty.

2. All occurrences of importance including exact time of receipt of any fire call, from whom received and locality of fire, time of departure of engine and time of return of engine.

3. Statement of any defect noticed in the engine and of repairs executed.

4. Statement of all drills and practices.

5. Any matter to be referred to the ~~District Superintendent of Police~~ ^{Commissioner} for orders.

37. This diary will be brought to the ~~District Superintendent of Police~~ ^{Commissioner} by the Driver at 1 p.m. at office on working days.

38. After returning from a fire or from a wet practice it shall be the duty of the Driver to see that the engine is immediately cleaned and made ready for instant response to another call. He shall also be responsible for the proper washing and drying of all houses and implements used.

39. Fire drill will be held on the Police Parade ground or at Mayo Hall on Monday and Thursday at 8 a.m. On Wednesday a wet practice will be held at any convenient place at the same time.

40. When out on a practice the engine bell shall *not* be used, but only the horn. On the same occasions the speed of the engine is not to exceed 25 miles per hour. The shortest route to the practice ground and back to Station shall invariably be taken.

41. When proceeding to a fire, the Driver will remember that his whole object is to get the engine to the fire in working order as quickly as possible. It is no use driving recklessly and running the risk of not getting to the fire at all. He should drive at as high a speed as is compatible with safety, and the bell should be rung the whole time. On returning to Fire Station the speed will not exceed 25 miles an hour.

42. When actually driving—whether to a practice or a fire the Driver will salute no one—no matter whom they may be; he must concentrate his whole attention on driving. Turning signals will be given by the men seated immediately behind Driver or Chief Officer.

302

(cont):

Commissioner
48. (a) When intimation of a fire is received at the Fire Station, the telephone orderly will, after giving the alarm to the Fire Brigade, telephone to the ~~District Superintendent~~ of Police the locality of the fire and whether the engine has gone out. If it has not gone out he will state the reason and the probable extent of delay. After he has done that he will send an exactly similar telephone message to the Police Station concerned. When the engine leaves the Station the telephone orderly will be left at Station to answer further calls and to guard the Fire Station.

(b) Each constable will take 4 hours telephone duty in the 24 hours. The telephone orderly will also act as sentry. It will be part of his duty to press the button of the Tell-tale clock every hour.

will
(c) When a direct call is received at the Fire Station, i.e., not from any police officer—the telephone orderly will, after giving the alarm, call up the office of the Sub-Divisional Officer, Water Supply—Telephone No. 25, stating the locality of the fire and asking for closure of valves so as to get a greater water supply in the fire area. There ~~is~~ always some one on duty in the Sub-Divisional Officer's office who understands the vernacular.

Chapter... XXXVII. A.

303

Free quarters are provided for all ranks from the Inspectors downwards and they are expected to reside in the quarters allotted to them.

304

The following will be published in the Mysore Residency orders:—

- (1) Appointment of Inspectors, Sergeants, Sub-Inspectors, Office Manager and Accountant.
- (2) Promotion of do
- (3) Leave to do
- (4) Transfer of Inspectors, Sergeants and Sub Inspectors.
- (5) Rewards and good service entries sanctioned to ditto
- (6) Pensions and gratuities
- (7) Hue and cry
- (8) List of missing persons
- (9) List of proclaimed offenders *Commissioner*
- (10) Any information which the ~~Superintendent~~ *Commissioner* may consider necessary regarding suspects, vagabonds, European loafers, criminals, etc.,
- (11) Lighting-up time
- (12) Notice inviting tenders, and *Commissioner*
- (13) Any other thing which the ~~Superintendent~~ *Commissioner* may consider necessary.

CHAPTER XXXVIII CORRESPONDENCE.

305.

Confidential papers ^{must} ~~shall~~ be put ~~it~~ into double covers, the inner one being marked 'confidential' sealed and superscribed with the name of the addressee and the outer one bearing the usual address.

306.

Sub Inspectors shall address Inspectors and superior officers of police, magistrates, Excise Asst Commission-er and other officers of Government of corresponding rank by letter using the following formula:—

Sir, I beg to , I beg to remain Sir, Your most obedient servant... The same style of address shall be adopted by Inspectors when addressing officers superior in rank to themselves.

307 Correspondence between subordinate police and the police officers of corresponding rank in ^{Mission} Native States is permitted in the cases detailed in the following order, subject to the restriction that it is confined to matters of routine and is not controversial in character. Such correspondence ^{must} ~~should~~ be conducted in English or in the vernacular of the ^{Mission} Native State, ^{and} use ^{of} ~~should~~ be made of a printed form if supplied for any particular kind of communication.

308 Inspectors and Sub Inspectors may correspond directly with police officers of equal rank in Mysore and the Nizams Dominions on the following matters:-
Movements of criminals, enquiries as to antecedents, and convictions of persons, circulating lists of property, information of crime committed, soliciting information in a case, or requesting the statement of a person to be recorded.

309 'Police station' is the registered address of a station house officer.

CHPATER XXXIX. ARMED RESERVE.

310. At the office of the Commissioner of Police there shall be kept a body of armed men calle-d the Armed Reserve. This force must be available to deal promptly with ordinary tumults and local disturbances. A

311. ^{of} ~~The~~ shall be under the immediate ^{supervision} of an European Sergeant. ~~& under the general supervision of the Chief of Police~~

312 Kit ~~ix~~ inspection followed by $\frac{1}{2}$ hours drill, shall be held on one day in the week and one hours drill on the remaining days. On one of the drill days the men should be taken for a route march.

313 The employment of reserve police should be restricted as much as possible ^{to} ~~for~~ bundobust duty. When it is found necessary to send a party of reserve ~~px~~ police to a

festival, they ^{must} ~~should~~ be kept as a reserve, ^{to be} and will be used only in case of emergency.

CHAPTER XL RAILWAY POLICE ORGANISATION.

314. The primary duty of the railway police is the preservation of law and order.
315. The jurisdiction of the railway police extends over the area included within the boundary of the railway line and that covered by stations, ~~stations~~ yards, goods sheds, and premises occupied as the dwelling places of the employees. This area is called railway limits.
316. The railway police is divided into two sections
i. travelling and detective staff and
ii platform staff.
317. The railway police district comprises one ^{division} ~~circle~~ called the "D" ^{division} ~~circle~~ which is ~~is~~ in charge of an Inspector with three station houses with head quarters at Bangalore City, Arsikere and Bowringpet. Bangalore City shall be the head quarters of the ^{division} ~~Circle~~ Inspector.
318. The duties of the ^{division} ~~Circle~~ Inspector are given in P.O.15.
319. The duties of the European Sergeant of the railway are to supervise the platform staff and assist in preserving order. He is under the orders of the Inspector and he must assist the station house officer or platform head constable when his help is required. He will teach drill and send in a daily diary.
320. Station houses will be in charge of Sub Inspectors whose duties are similar to those of the ^{division} ~~District~~ police. ~~They~~ ^{will} ~~should~~ make ~~themselves~~ ^{all} acquainted with ~~the~~ ^{all} railway employees and ~~should also make enquires about~~ ^{all} the criminals who reside near ~~the~~ railway ~~area~~ limits.
- (2) ~~They~~ ^{will} ~~shall~~ attend the railway platform, wherever ~~they~~ may be at the time ~~at~~ of the arrival and departure of mail and other important trains.
321. The platform head constable has control of the platform

74. ~~will~~ must
staff. He ~~should~~ not leave the neighbourhood of the railway station without orders. His duties ~~should~~ ^{will} be arranged so as to ~~enable~~ ^{give} him ~~to~~ sufficient time off at night. He is responsible for telegraphing any important occurrences to the Sub Inspector during his absence and he shall be present at the arrival and departure of all important trains.

322. At railway stations where 3 or more constables are employed and to which no head constable is allotted, a constable shall be appointed to be in charge and shall perform the duties of a head constable.

(2) When two constables are posted to a railway station, the senior shall be considered to be in charge.

323. The chief duties of the platform staff are:-

- i The maintenance of order at stations and
- ii. watching passenger trains standing at stations.

(2) At Bangalore City, Bangalore Cantonment, Bowringpet and Arsikere where a sufficient platform staff is available special posts of the platform men will be numbered for the purpose of having these posts noted in the duty roster. Men may be permitted to move about within the limits of their posts. A plan should be hung up at each station showing the limits of each post and on this will be specified which posts will be filled ~~on~~ on the arrival of each train.

324. At railway stations where ~~there are~~ two constables ~~are~~ employed, one shall stand at the entrance gate and observe the passengers as they pass out or in, while the other is responsible for order on the platform and he will also see that beggars do not trouble the passengers from the off side. The entrance constable should see that no beggars are allowed on to the platform.

325.

(1) A travelling constable's beat consists of the train by which he travels from his station over a prescribed length of line and the train by which he returns to his station. The serial numbers of the trains which form a beat ~~will~~ shall be entered in the duty roster.

(2) Beat constables shall report themselves at the railway police station situated at the termination of their beat, and their numbers shall be entered in the duty roster of that station. Travelling staff must be kept up to strength at the expense of the platform staff. These men will travel in uniform.

At railway stations along the line where there are no constables stationed the travelling constable will see the stationmaster and enquire whether he has any reports to make and he should have his beat book initialled by him. When time permits the travelling constable should walk from end to end of the train and make observations. ~~On return from beat the~~ beat book and note books should be handed into the station house duty head constable (and make any) report of any happenings while on travelling duty.

When necessary men in mufti may be used to shadow suspects. They should, while so employed, ~~they should~~ not speak to the travelling constable nor should the travelling constable recognise them.

328.

The railway police are not responsible for watch and ward duties but men ~~should~~ must be deputed to patrol the station yards and goods sheds when thieves are suspected to be operating and there is reason to believe that unreported thefts are being committed.

CHAPTER XLI Railway Police Procedure.

329

(1) All cognizable cases, serious losses of property,

On return duty the travelling constable will hand in his beat book to the Station House Duty Head Constable and report to him any officer anything of interest or importance which occurred while he was on duty. The Station House duty Head Constable will at once enter any such report in the Station House diary.

334. Persons failing, or refusing, to pay excess charges under Section 113 ^{of the} Railway ^{can} Act ~~should~~ only be arrested by a police officer when;-
- i. their names and addresses are unknown and they refuse to give them or give names and addresses, which there is reason to believe are incorrect, or
 - ii. they come from distant parts and are not likely to answer the summons and are accordingly adjudged likely to abscond.
335. Prisoners arrested away from Bangalore City will be sent into Bangalore for remand by the first available train.
336. When it is found necessary to arrest a railway official the police officer ^{shall} will first see the official's superior officer with a view to having the accused person relieved ~~ed~~. If ~~in the case~~ the duty upon which the person to be arrested happens to be engaged, is such that his immediate arrest would cause risk or inconvenience, the police ^{shall} ~~should~~ make all arrangements necessary to prevent his escape, and will arrest him when relieved. The fact of the arrest of ^a railway employee when off duty or when ~~not~~ engaged in a duty which renders his immediate arrest undesirable, ^{must} ~~should~~ be at once reported to the local head of the department to which he belongs.
337. The fact of the arrest of a soldier, whether British or Indian, on any charge ^{must} ~~should~~ be communicated to the Commanding Officer as soon as possible.
338. (1) There should be the closest co-operation between the District Police and Railway Police.
- (2) The Railway police ~~should~~ afford the greatest assistance to the District Police in arresting offenders who are trying to escape, and in noting the movements of criminals.
- (3) In matters ^{such as} ~~of~~ placing obstructions on the line, tearing up rails, throwing stones at trains, etc] the help of the District Police should be promptly sought.

CHAPTER XLII ACCIDENTS OF RAILWAYS.

339. Under Section 83 of Act IX of 1890 the station master is bound to give information, without unnecessary delay, to the station house officer in whose limits the accident occurred, and to such other police officer as the ~~XXXXXX~~ Governor General in Council may appoint in this behalf;—of the following accidents:—
- i. any accident attended with the loss of human life, or with grievous hurt as defined in the I.P. Code, or with serious injury to property;
 - ii. any collision between trains of which one is a train carrying passengers;
 - iii. the derailment of any train carrying passengers or of any part of such a train;
 - iv. any accident of a description usually attended with loss of human life or with such grievous hurt as aforesaid or with serious injury to property;
 - v. any accident of any other description which the Governor General in Council may notify in this behalf in the Gazette of India.

340

The Railway Board have made the following rules under

Section 84 of Act IX of 1890—

- (1) The notices mentioned in Section 83 of the Act shall contain the following particulars namely:—
- a. mileage or station or both, at which the accident occurred;
 - b. time and date of the accident;
 - c. number & description of the train or trains;
 - d. nature of the accident;
 - e. number of people killed or injured, as far as is known;
 - f. cause of the accident, as far as known; and
 - g. probable derangement to traffic.
- (2) When any accident such as is described in Section 83 of the Act occurs in the course of working a railway, the station master nearest the place at which the accident ~~was~~ occurred or, where there is no station master, the railway servant in charge of the section, shall give notice of the accident by telegram to the Magistrate and to the officer in charge of the police station within the local limits of which it has occurred.
- (3) Every railway servant shall report, with as little delay as possible, every accident occurring in the

*Ints. White
or 500 in
P 6 300
Aug 2 10.30
10/10/10 ST*

course of working a railway on which he is employed which may come to his notice. Such reports ^{must} ~~should~~ be made to the nearest ~~police~~ stationmaster, or, where there is no station master, to the railway servant in charge of the section of the railway on which the accident occurred.

(4) (i) Whenever an accident, such as is described in section 83, has occurred in the course of working a railway, the Agent or Manager shall cause an enquiry to be promptly made by a committee of railway officials (to be called a "joint enquiry") for the thorough investigation of the causes which led to the accident:-

- Provided that such enquiry may be dispensed with
- (a) if the accident has not been attended with loss of human life, or with grievous hurt, or with serious injury to property; or
 - (b) if there is no reasonable doubt as to the cause of the accident; or
 - (c) if one department of the railway intimates that it accepts all responsibility in the matter.

~~(4)~~ (ii) When such enquiry is dispensed with, it shall be the duty of the head of the department ~~of the~~ responsible for the accident to make such an enquiry - to be called a "departmental enquiry" - as he may consider necessary, and if his staff or the system of working is at fault, to adopt or suggest such measures as he may consider expedient for preventing a recurrence of similar accidents.

(5) (i) Whenever a joint enquiry is to be made, the Agent or Manager shall give notice of the date and hour at which the enquiry will commence to the following officers namely:-

- a. the magistrate of the district in which the accident occurred, or such other officer as the Local Government may appoint in this behalf;
- b. The Government Inspector appointed under section 4 sub section (1) of the ~~Railway~~ ^{Act}, for the section of the railway on which the accident occurred; and

- c. the officer in charge of the railway police in whose jurisdiction the accident occurred.

Note:- An officer of a higher rank than a Sub Inspector ~~should~~ ^{shall} attend the enquiry.

- (ii) the date and hour at which the enquiry will commence shall be ~~fixed~~ fixed so as to give the officers mentioned in sub rule (1) sufficient time to reach the place where the enquiry is to be held.

XX XX XX XX XX XX XX XX XX XX

- (7) i. Whenever any accident has occurred in the course of working a railway, the Agent or Manager shall give all reasonable aid to the Magistrate, Government Inspector, Medical Officers, the Police and others concerned, to enable them promptly to reach the scene of the accident, and shall assist those authorities in making enquiries and in obtaining evidence as to the cause of the accident.
- ii. When an enquiry under rule 15, or any judicial enquiry is being made, the Agent or Manager shall arrange for the attendance as long as may be necessary at the office or place of enquiry, of all railway servants whose evidence is likely to be required.
- (8) Whenever any accident occurring in the course of working a railway has been attended with grievous hurt it ~~shall~~ shall be duty of the Agent or Manager to afford medical aid to the sufferers, and to see that they are properly and carefully attended to till removed to their home or handed over to the care of their relatives or friends. In any such case or any case in which loss of human life or grievous hurt has occurred, the nearest local medical officer ~~must~~ ^{must} ~~should~~ be communicated with if he is nearer than any railway medical officer.
- (9) i. The railway police may make an investigation into the causes which led to any accident occurring in the course of working a railway and shall do so:-
- whenever such accident is attended with loss of human life, or with grievous hurt or with serious injury to property or has prima facie been due to any criminal act or omission; or
 - whenever the district magistrate or the magistrate appointed under rule 15 has given a direction under clause (a) of that rule.
- Provided that no such investigation shall be made when an enquiry has been commenced or ordered under rule 15 clause (a) or (b).

Note:- In cases of accidents of the nature set forth in clause (a) of the above rule, the railway police have no discretion, but must investigate and report to the magistrate. In other cases of railway accidents, the railway police have a discretion. The Government are of opinion that if an accident is of such a nature as to demand an investigation the police should proceed without regard to the railway authorities towards their employees and solely with respect to the character of the accident. As regards the prosecution of railway employees responsible for an accident Government direct that Superintendents, ~~before~~ before instituting or sanctioning the institution

in these rules, the further prosecution of the case, on the conclusion of the investigation, shall rest with the railway police.

(13) The result of every police investigation shall be reported at once to the magistrate and to the Agent or Manager of the railway or other officer appointed by him.

(14) xx xx xx xx xx xx xx xx xx

(15) Whenever an accident such as is described in section 83 of the Railway Act has occurred in the course of working a railway, the Railway Magistrate may, either
 (a) himself make an enquiry into the causes which led to the accident, or
 (b) direct an investigation into the causes which led to the accident to be made by the police.

341. The police are bound to report at once to the Agent or Manager of the railway the result of every police investigation regarding the circumstances of any accidents detailed in the Government of India, Railway Department, Railway Board Notification No 120 T.2/18 dated 20/2/1919.

These accidents are:-

- i. All cases of loss of, or injury to, life or limb from causes connected with the working of railways
- ii. all cases of injury to the permanent way, stock or works (including interruptions to traffic owing to severe breaches), whether attended or not by injury to life or limb.
- iii. all accidents of any kind likely to have endangered life or limb, or to have caused serious loss to property; including trains running over chairs placed on the line, of persons falling out of trains ~~who~~ who are not injured in any way, and of fires in trains, not resulting in damage to the way, stock or works.
- iv. all cases without exception, of cattle being thrown off the line or run over;
- v. accidents occurring in
 - a. railway workshops; or
 - b. new works not open for traffic; or
 - c. on lines under construction; or
 - d. on lines not used for the public carriage of passengers, animals or goods; or
 - e. to steamers or flats working in connection with railways.

342. In cases of ^aserious accident, the station house officer of the railway police will take all available men to the scene of the accident to guard property and help the injured persons.

343. All cases of accident, ~~injury~~ injury and death shall be mentioned in the general diary.

CHAPTER XLIII. Railway police miscellaneous instructions

344. Unclaimed property shall be made over to the station master for disposal.
345. When railway subordinates are bound over by the police to appear as witnesses, the district officer of the department concerned shall be informed and he shall arrange for their relief.
346. The railway police are strictly prohibited from having anything to do with the purchase or sale of tickets or collections of excess fares demanded from passengers otherwise than provided by the ~~Railway~~ Act.
347. Officers and men of the railway police are prohibited from instituting any civil or criminal proceedings in their private capacity against a railway official or servant without the permission of the Commissioner.
348. (1) When persons known to be registered criminals of the district police or suspected to be criminals are found travelling they ~~should~~ be carefully watched and pointed out at destination.
- (2). The duties of the railway ~~police~~ police with regard to shadowing ex-convicts are given in P.O. 214.
- (3) The railway police station house officer is responsible for sending a report of the arrival of a foreigner to the nearest district police station, independently of the report of the travelling constable watching the foreigner. When a foreigner alights at a railway station where there is no constable of the district police or platform staff the travelling constable ~~should~~, in the absence of any better means of communication, give the information to the platform constable of the next station and instruct him to communicate to the local police expeditiously.
349. The duties of the railway police on the occurrence of a strike are briefly:-
- a. to prevent damage to or interference with railway property;
 - b. to prevent breaches of the peace;
 - c. to protect the travelling public;
 - d; to deal with any cognisable cases of which they obtain information.
- (2). It is not their duty to:-
- a. interfere with strikers unless a complaint ~~of~~ is made that they are committing or about to commit a cognisable offence;
 - b. to deliver orders from railway officers to any of

- the railway staff whether on strike or not.
 c. to patrol the permanent way or bridges unless there is reason to believe that an offence will be committed at any particular spot.

- 350 During a strike station house officers must not be led into taking hasty or illegal action on unconfirmed reports of the ~~possibility~~ possibility of an offence. They ^{shall} ~~should~~ require a formal complaint disclosing a cognisable offence before taking action.
351. The matter of 'picqueting' demands careful attention. "Picqueting" means organised endeavours by men on strike or agitators, to induce workers to cease work by means of parties of men posted at important working centres. This does not constitute an offence provided that the persuasion used is peaceable and that no actual obstruction ~~at~~ or impediment is placed in the way of the railway servant in the discharge of his duty.

'Picqueting' is illegal and falls under Section 121 of the Railway Act, which is cognisable by the police, if any person wilfully impedes or obstructs any railway servant in the discharge of his duty.

352. The railway police have no power to turn out peaceful ^Kpicqueting parties neither have they the power to compel any person to leave the railway premises unless he has committed an offence under section 121 or some other cognisable ^{offence under} section of the Railway Act. Any person commits an offence under section 121 if he refuses to leave railway premises after being ordered to do so by a competent railway officer.

353. The police have at all times the power to interfere to prevent the commission of any serious offence or a breach of the peace. If any such occurrence is apprehended at any railway police station which is not adequately manned the Inspector shall send assistance

CHAPTER XLIV. Intelligence Branch.

354. The intelligence branch of the C & M Station Police comprises one Sub Inspector, 4 head constables and 3 constables who work directly under the orders of the Commissioner of Police. The records of this force are confidential.

355. Except when ordered to do so, the officer and men of the I.D. will not wear uniform and have instructions not to receive their superior officers with a ~~military~~ military salute.

356. Matters which relate to serious crime and dangerous criminals ^{shall} ~~should~~ be reported to the Madras C.I.D. for publication in their gazette. A copy of this gazette will be supplied to each station house.

357. Matters relating to

- i. poisoners;
- ii. coiners and forgers of notes;
- iii. professional cheats;
- iv. professional burglars operating over several districts or provinces;
- v. Domestic servants, who are habitual thieves, operating over several districts;
- vi railway thieves;
- vii European and Anglo Indian criminals;
- viii. notorious gang leaders;
- ix. notorious dealers in illicit arms, drugs etc; and
- x. any other criminals not specified, who are really dangerous to society and whose operations are confined to a limited locality

should be reported to the C.I.D. Madras for publication in their gazette.

358. All correspondence intended for the Madras Criminal Intelligence Department shall be addressed to the the P.A. to
/ Dy Inspr General of ~~Police~~, Police, Madras whose Telegraphic address is "ASTICRIM" ~~and~~ that of the D.I.G Railways and C.I.D. is "INTELLICRIM".MADRAS.

.. .. .

CHAPTER I ORGANISATION- Police office

1. Members of the police office establishment are not enrolled officers ^{under} of the Bangalore Police Law.
2. The chief ~~ministerial~~ ^{administrative officer} of the police office is the Manager. He has ~~the~~ control and supervision of all branches of the office. He shall check and be responsible for the correctness of all accounts. He shall examine the cash balance daily and certify to its correctness. He shall see that all returns are punctually prepared and initial every document connected with the accounts.
3. The Accountant is specially charged with the duty of keeping the accounts of the force. He ~~s~~ will prepare all pay and other bills for the Commissioner's signature carefully and be personally responsible for the whole work of the account section. In all matters he will be subject to the supervision and control of the Manager.
4. The police office is divided into the following sections
 - i. Accounts section
 - ii. Stores section.
 - iii. General section
 - iv. Confidential section
 - v. Statistical section
 - vi. Licenses section and
 - vii. Motor branch.
5. Candidates for appointments as clerks on Rs 35½ or more must possess the following minimum general educational qualifications i.e.
 - i. A completed secondary school leaving certificate issued under the authority of ~~Government~~ ^{Government} Government.
 - or ii. have passed the matriculation ^{examination} of the Madras University prior to 1910.
- (B) In the case of clerks above Rs 55/= ^{and} they ~~should~~ ^a pass the departmental test in "police orders" and practice and the Account Test.
6. The age limit of a candidate for appointment to the superior service of the Police Department is 25 but the Commissioner may accord exemption in special cases.

in the several branches of office work and for this purpose they will be changed from one section to another periodically.

11. ~~The~~ ^{Members} ~~of~~ of the clerical establishment may be punished by dismissal, reduction, deprivation of increment, suspension, stoppage of promotion, reprimand or extra work. Fines ~~shall not~~ ^{must} be imposed. Reduction and deprivation of increment ~~should~~ ^{must} be for a minimum of two months.

CHAPTER II & PAY SYSTEM OF THE FORCE.

12. Each ~~Circle~~ ^{division} Inspector shall prepare a monthly pay bill for his circle and forward it so as to reach the office of the Commissioner by the 20th of the month for which the pay is claimed.
- (2) Names will be entered in them according to rank and then according to numbers. Alterations from the preceding month and casualties will be shown in the remarks column.
- ~~(8) Instructions~~
13. ~~The~~ The following instructions as regards pay bills will be attended to in the police office,
- i. the abstract on the back of the consolidated bill submitted by ~~Circle~~ ^{division} Inspectors will be filled up.
 - ii. When the pay of men is retrenched on account of loss or damage to government property the date of the recovery list will be noted
 - iii. below the total of the amount claimed in a bill will be entered deductions on account of undischarged pay refunded, specifying names and periods, and any other deductions.
14. For the purpose of checking the pay bills the Long Roll shall be maintained, in which will be noted ^{division} the ~~Circle~~ in which pay is drawn for a man and all changes in his circumstances affecting his pay. All orders should be entered up from the order book and from leave and punishment orders as soon as issued.
15. The net amount passed for payment will be entered in figures as well as words at the foot of the pay bill, which ~~shall~~ ^{must} be signed by the Commissioner. Any alterations requires the attestation of the Commissioner.

16. The pay of office establishment will be drawn on a separate pay bill.
17. After all the paybills have been checked, an abstract of them for the whole force will be prepared in duplicate in Form of the C.A. Code, ^{separate} ~~xxxxxx~~ forms will be used for the constabulary and for the temporary establishments.
18. Head constables and constables and inferior servants need not be shown in the pay abstract individually by name but it will suffice if the total number of each grade, in each class, in the force is given. In the case of other officers however names must be given. But when pay is claimed for broken periods of a month the details of the period and the rate ~~at~~ ^{must} at which pay is claimed for each period ~~should~~ be noted.
19. The original of pay abstracts will be sent ^{to} ~~at~~ the Pay & Accounts office with the following documents,
- i. absentee statement in form ~~of~~ ⁸ of the C.A. Code
 - ii. memorandum of details of undisbursed pay, and overdrawn sums refunded by deduction,
 - iii. physical fitness certificates of newly entertained officers drawing over Rs 20/= and of all newly entertained clerks,
 - iv. increment statement, ~~xxxxxxxx~~
 - v. memorandum of recovery of rent for government quarters,
 - vi. last pay certificate, when necessary, of officers other than head constables and constables, with information as to the date and hour of taking over charge of the appointment to which an officer is transferred, and
 - vii. conveyance allowance certificates.
20. The absentee statement will be prepared ^{for} ~~of~~ all police officers ~~and~~ all clerks in office.
21. ~~(2) xxxxxxxxxxxxxxx~~ passed by
After the pay abstract has been ~~xxxxxxxxxxxx~~ the Pay & Accounts office ~~xxxxxxxx~~ with cheque received from that office will be endorsed by the Commissioner in favour of an officer (usually the Reserve sergeant) who will cash the same at once at the Bank and make

Other than Head Constables & Constables
and for all clerks in the office.

27. ^{No} ~~The last~~ salary due to a deceased officer or an officer quitting the service should ~~not~~ be paid until it has been ascertained that no demands are outstanding against him and until his full kit has been accounted for and deductions made for deficiencies.
28. Salary or pension can be drawn for the day of a man's death irrespective of the time at which it ~~took~~ took place
29. The salary due to a deceased officer shall be paid to his registered legal heirs, after such enquiry into the right and title of the claimants as the Commissioner may deem sufficient. If the amount involved exceeds Rs 500/= such claims ^{must} ~~should~~ be referred to the Local Government.
30. When overpayments cannot ^{be recovered} from the payees, the disbursing officers shall be liable to refund the amount, in the absence of a satisfactory explanation for the overpayment.
31. A Constable ~~s~~ may be promoted to act in the lowest grade of head constable if the vacancy is for more than 15 days and that he ^{is} ~~be~~ ^{performs} ~~appointed to do~~ the duties of a head constable.

32. To ensure that constables obtain their increments upon the proper date, the service books shall be gone through at the beginning of the year and a note made in a note book ~~to be~~ kept for the purpose, of those men who would ordinarily obtain their increment ^{during the year}.

33. For the rules regarding approved ^{service} and grant of increment to constables see Police order 59, Part I.

34. The following allowances are admissible in the C & M

Station.-

^{Division}	Nature of allowance.	Rate
i. Circle Inspr 'B', 'C' & the	Conveyance	Rs 25-0-0
ii. Prosecuting Inspr	Conveyance	Rs 10-0-0
iii. ~~Railway Inspr~~	Cycle Allowance	~~15-0-0~~
iii. Sub Inspr of C & M Station	do	20-0-0
iv. Sergeants of C & M Station	(1) do	20-0-0
v. ~~Railway S.Is & Inspr~~	do	5-0-0
(1) Sergeant of Railway	do	10-0-0
vi. Inspr B & C	Hackney Carriage inspection	20-0-0

(2) Duty allowance 25-0-0

1 sergeant.	}	Conveyance	Rs 25/-.
1 sergeant.		allowance.	
		~~Hackney Carriage~~	Rs 40/-.
1 sergeant.		allowance.	
		Fire Brigade	Rs 20/-.
		allowance.	
3 Head Constables.		House-rent	Rs 12/-.
		allowance.	
4 Head Constables.		Good Conduct	Rs 40/-.
		allowance.	
3 Head Constables.		Conveyance	Rs 15/-.
		allowance.	
1 constable.		Drill Instructions	Rs 7/8/-
		allowance.	
7 constables.		House-rent	Rs 21/-.
		allowance.	

2	<i>Sub Inspector</i>	X Dept allowance	each Rs 20
3	<i>Head Constables</i>	X " "	each Rs 5/-
8	<i>Constables</i>	X Dept allowance	each Rs 3/-

vii. I.D. Sub Inspector	I.D. allowance	Rs 30-0-0
viii do H.Cs	do	Rs 7-0-0
ix. do P.Cs	do	Rs 3-0-0

- X 35. All officers who are granted a conveyance allowance will furnish every month a certificate that they have maintained the particular conveyance for the month for which the charge is claimed, and this certificate should be attached to the pay bill.

36. ~~Conveyance allowances are in addition to any other travelling allowance admissible under the regulations. They may be drawn during leave (vide Rule 6 of the Supplementary Rules) provided the leave does not exceed four months.~~

CHAPTER IV CASH ACCOUNT & CONTINGENT EXPENDITURE.

37. The Commissioner has a permanent advance and from this will make permanent advances to the ^{division} ~~Circle~~ Inspectors of Rs 10/= each. This advance is intended to meet emergent petty advances of all kinds and will be seldom needed for other than contingent expenses. It may be used, on the responsibility of the officer holding it, for making small advances for travelling expenses of police officers sent out on escort or other duty, towards the end of the month. Men proceeding on duty outside Bangalore requiring an advance should obtain ^{the} same before ^{starting} proceeding and not apply to other Districts for such advances.

38. The officers holding permanent advances will twice a year (January and July) submit to the Commissioner a certificate ~~of~~ acknowledging the permanent advance. If the officer is proceeding on leave or is to be relieved from his office for any other cause he will hand over to his locum tenens the permanent advance and the locum tenens will submit a certificate acknowledging receipt.

39. A cash book ^{shall} will be maintained in the police office. It will be the record of all cash transactions. All public

A conveyance allowance may be drawn up to a maximum period of four months by a Govt. servant who takes leave on average pay from the post to which the allowance is attached subject to the conditions of Supplementary Rule 6.

subject to the conditions that the allotment for contingencies under the Budget heads under his control is not exceeded and subject to the provisions of the Civil Account Code and any orders issued from time to time by the Governor General in Council or by the Hon'ble the Resident, and that proposals involving recurring expenditure are submitted to the Resident for orders.

money whether in cash or cheques, cash orders, remittance transfer receipts, directly negotiable bills etc which are convertible into cash shall be brought into account in it. All receipts and disbursements shall be supported by vouchers which will be filed and kept in the custody of the accountant. All monies will be secured, every evening, in the cash chest, kept in the Treasury guard room. X

40. The cash book shall be closed daily by the Accountant and checked by the Manager with all vouchers. All transactions entered in the cash book will be initialled by the Commissioner, and the Commissioner will from time to time check the cash balance. Any correction in this book ^{must} ~~should~~ be in red ink and be intialled by the Commissioner.

41. The accountant will maintain a Treasury bills book in which will be noted in respective columns (1) the particulars of the bill, (ii) the actual amount passed by the Commissioner (iii) the date on which and amount for which it was passed by the P & A. officer and (iv) the date on which the cheque was cashed. The manager ^{shall} ~~should~~ see that all sums received after a cheque is cashed are entered in the cash book at once. The main object of this book is to prevent money being drawn from the Treasury without the knowledge of the Manager.

.A.
41. All remittances into the Treasury will be by means of chalans.

42. Under the proceedings of the Hon'ble the Resident No.7157 dated 19/8/1926 the Commissioner is authorised to incur expenditure under the ^{head} ~~head~~ "Contingencies", subject to budget allotment, under his control.

ii. He can incur an expenditure under 'Special Rewards' (secret service) from the allotment under this head, up to a limit of Rs. 200/- a year [He should submit quarterly statements of expenditure to the Resident, under sealed cover, who will audit and control it.]

iii. He can grant rewards to police officers of the rank of Sub Inspectors and below (other than special rewards) and to the public up to a limit of (Rs. 100/- a year.)

under his control

The Resident shall not be responsible for the expenditure of Rs. 1/- to Rs. 50/- to private persons.

- iv He can grant rewards to informers up to Rs 15/= in each case under 'A District Executive Force- District Police- A 6-Clothing and other supplies', in the budget of the Assigned Tract.
- v. He can incur ordinary contingent expenditure (without limit of amount) towards the upkeep of the fire engine subject to budget provision. It being understood that the power over contingent expenditure extends only to such charges as fuel, oil, replacement of worn out parts etc and that any recurring expenditure requires the sanction of the Resident.
- vi. He can incur expenditure direct under Account IV - Other expenditure - Heads - C, "Jails and convict settlements - pay and allowances and Miscellaneous expenses - charges for moving prisoners and charges for Police custody in the budget.
- vii. He can incur expenditure in connection with investigation of cases subject to budget provision.

43 Contingent charges, unless of a large amount, ~~are~~^{are} met in the first instance from the permanent advance and are subsequently drawn from the Treasury on a bill in Civil Account Form to which the vouchers are attached. When it is not possible to obtain a voucher in time to attach it to the original bill, it will, on receipt, be sent to the Pay & Accounts Officer. ~~XXXXXXXXXXXX~~

Contingent charges too large to be met from the Permanent advance in the first instance must be drawn on bills.

44. . A register of contingent expenditure in Civil Account Code form shall be kept, in which each item of expenditure shall be entered. This register shall be initialed ~~daily~~^{by the} by the Manager and / Commissioner whenever bills are drawn.

103

On completion of a work, the Executive Engineer will send completion certificate to the Commissioner for counter-signature, and the Commissioner will countersign the certificate only after satisfying himself that the work has been carried out satisfactorily. If the countersigning officer objects to any of the statements in the certificate he will sign it adding his remarks.

51. The railway police are housed in buildings provided by and maintained by the railway company. The District Engineer of the section where the building is situated is the Officer ~~who is~~ in charge of these buildings. In the following stations however for want of railway buildings hutting accommodation is provided by renting huts from the Mysore Government and private ^{owners} ~~people~~. They are
- | | | |
|------------------|----------------------------------|---------------------------------|
| i. At Arsikere | 10 huts @ =/10/= each. | } belonging to the Mysore Govt: |
| ii. At Birur | 2 do do | |
| iii. At Harihar | 2 do do | |
| iv. At Dodkurgod | 1 do @ 3/= | } These are private |
| v. At Bangalore | | |
| City | 6 do 4 @ 4/= each & 2 @ 3/= each | |
- ly owned huts.

52. The following instructions are laid down for the protection of office buildings from fire:-
- i. before closing for the night a responsible officer ^{must} will go round each room and see that everything is safe, his special attention being directed to the receptacle for waste paper.
 - ii. none but safety matches are to be used in the office.
 - iii. kerosine oil or other easily inflammable material ^{must} should always be stored in an out building or godown.
 - iv. ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxx~~ Waste paper is not to be allowed to accumulate in large quantities.
 - v. Smoking in record rooms is strictly prohibited.

CHAPTER VI. TRAVELLING ALLOWANCE.

53. The grant of travelling ~~allowan~~ allowances is regulated by the provisions contained in the Fundamental and Supplementary rules.
54. ~~Circle Inspectors~~ ^{Division Inspectors} will prepare monthly in the prescribed form a bill for travelling expenses of themselves and their subordinates during the previous month and forward

^{then} it to the Commissioner's office/ ^{by the 5th.} These bills must be in Civil Account/ ^{Code} form and must be supported by the passports etc of the men who travelled. The Commissioner's office will see that improper claims are not included and will not take more than ten days to check the bills and present ^{then} ~~it~~ at the Treasury, after obtaining the signature of the Commissioner.

55. Passports and railway warrants ^{must} ~~should~~ be in the prescribed forms. Railway warrants will be accepted without question by station masters or booking clerks as a cash payment for value of tickets supplied. Before railway warrant books are issued to Inspectors each of the three foils will be clearly stamped in the stores with the seal of the police office.
56. Particulars of the railway ~~warrants~~ issued by Inspectors should be furnished in the enclosure sent to office with the T.A. Bills. These particulars will be sufficient to enable the office to check the foils of the railway warrants received from the railway company for book adjustment.
57. On receipt of monies for travelling allowances ^{they} ~~it will~~ will be sent to Inspectors who will see ^{that} ~~/~~ there is no delay in ~~the~~ disbursement to ~~the~~ payees and the resubmission of the acquittances to the Commissioner's office.
58. Supplemental bills ^{for} the travelling allowance of men who are absent from duty at the end of the month will be submitted (with an explanation as to reason for a supplemental bill) by the 10th of the following month.
59. A police officer summoned to give evidence of facts which have come to his knowledge or of matters ^{with} ~~/~~ which he has had to deal in his public capacity either in a criminal or a civil case to which Government is a party may draw travelling allowance under the rules ^{as} ~~/~~ for journeys on tour.

100

- Note:- i. A police officer is granted no allowance by the court but he must obtain a certificate of attendance in the prescribed form.
- ii. An officer on leave summoned to give evidence is entitled to travelling allowance from and to the place from which he was summoned as if he were on duty.

Police officers employed on outdoor duties, while travelling, are exempted from payment of tolls for vehicles or animals by which such officers are actually conveyed and the exemption extends also to their property in ~~the~~ custody, such as ^{received} stolen goods or the private property of criminals. ^{Such police officers must} They should be in ~~their~~ uniform.

60. Government servants are divided into four ~~grades~~ grades as follows for the purpose of calculating travelling allowances

- First grade-all officers of government in receipt of actual pay exceeding Rs 750/=
- Second grade-all government servants in receipt of actual pay exceeding Rs 200/= but not exceeding Rs 750/=
- Third Grade- all other government servants in superior service, except police constables and forest guards.
- Fourth grade- police constables ~~forest guards~~ and all government servants in inferior service.

When travelling by railway on duty, A government servant of the first grade is entitled to accommodation of the highest class, by whatever name it may be called, provided on the railway by which he travels.

B. A government servant of the second grade is entitled to second class accommodation or if the line by which he travels provides no second class, accommodation on any train, he is entitled to the highest class.

C. A government servant of the third grade is entitled to accommodation as follows

- if travelling on the Darjeeling- Himalayan Ry. except the Siliguri-Kishengunj extension, 3rd Cl.
- If travelling on any other railway which provides no intermediate class accommodation on any of the trains which stop at the stations to and from which he is travelling, including the Siliguri-Kishengunj extension:-
 - where there are two classes, only lower class
 - where there are three classes second class if his pay is not less than Rs 100/ and

But if the court in which he gives evidence is situated within five miles of his head quarters and no travelling allowance is therefore admitted for the journey, he may, if he be not in receipt of permanent travelling allowance, accept such amount of actual travelling expenses as the court may allow.

For journeys by road.

In addition to the mileage allowance admissible for journeys on tour (vide P.O.64 below)

(a) He may draw one extra mileage allowance at the rate to which his grade entitles him.

(b) He may draw a second extra mileage if two members of his family accompany him and a third if more than two members accompany him

(c) For transportation of personal effects within the limits prescribed in P.O.63 B(iii) above, he may draw mileage allowance at the rate fixed.

- iii. third class if it is less than Rs. 100/- if travelling on any railway which provides intermediate class accommodation on trains which stop at the stations to and from which he is travelling; intermediate class.

D. A government servant of the fourth grade:- The lowest class, whether it be called lower, third or fourth.

~~they are entitled to draw as T.A. each~~ ^{1 3/5ths} of the fare of the class in which they are entitled to accommodation.

B. In the case of an officer's transfer he will be entitled to the following concessions provided he is transferred for the public convenience and not at his own request or in consequence of misconduct, ~~and provided the distance travelled exceeds 80 miles.~~

- For journeys by rail*
- i. Three fares of the class to which his grade entitles him.
 - ii. He may draw, ~~in addition to mileage admissible during journeys on tour,~~ one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and $\frac{1}{2}$ fare for each child for whom such fare is actually paid. *at owner's risk only*
 - iii. He may draw the actual cost of transporting by goods train, steamer or other craft personal effects up to the following maximum:-

Grade.	If travelling alone.	If accompanied by family.
a. 1st Grade	40 maunds	60 maunds.
b. 2nd "	20 "	30 "
c. 3rd	12 "	15 "

64. As regards Daily allowance and mileage the following is the scale admissible:-

- a. Gazetted officers on pay exceeding Rs. 500/- but not exceeding Rs. 750/- Rs. 5/- daily allowance and mileage at Rs. -/8/- per mile.
- b. Gazetted officers on a pay exceeding Rs. 250/- but not exceeding Rs. 500/- and non Gazetted officers of a pay of more than Rs. 300/- Daily allowance Rs. 4/- per day and -/6/- per mile, by road.
- c. Non Gazetted officers on a pay exceeding Rs. 250/- but not exceeding Rs. 300/- daily allowance Rs. 3/- and -/6/- mileage.
- d. Officers on pay exceeding Rs. 200/- but not exceeding Rs. 250/- daily allowance Rs. 2/8/- and mileage -/6/-.

Officers of the grades I to III noted in P.O. 62 when travelling by railway are entitled to draw as travelling allowance each way $1\frac{3}{5}$ ths of the fare of the class in which they are entitled to accommodation. Officers of the grades IV to VI are entitled to one fare of the lowest class.

- e. Officers on a pay exceeding R^s 150/= but exceeding R^s 200/= daily allowance R^s 2/= and mileage =/5/=.
 - f. Officers on a pay exceeding R^s 125/= but not exceeding R^s 150/= daily allowance R^s 1/12/= and mileage ~~2~~ =/5/=.
 - g. Officers on a pay exceeding R^s 100/= but not exceeding R^s 125/=, daily allowance R^s 1/8/= and mileage =/4/=.
 - h. Officers on a pay exceeding R^s 80/= but not exceeding R^s 100/=, daily allowance R^s 1/4/= and mileage =/4/=.
 - i. Officers on a pay exceeding R^s 60/= but not exceeding R^s 80/=, daily allowance of R^s 1/= and mileage =/4/=.
 - j. Officers on a pay exceeding R^s 50/= but not exceeding R^s 60/= daily allowance =/12/= and mileage =/3/=.
 - k. Officers on a pay of R^s 35/= and above but not exceeding R^s 50/=, daily allowance =/10/= and mileage =/3/=.
- l. Officers on a pay less than Rs. 35/-, daily allowance 0/8/- and mileage 0/3/0.
- m. Subordinates in the inferior service, daily allowance of 0/4/- ordinary mileage being 0/2/-

- NOTE. The members of the railway police are entitled either to a free pass or to the fares for themselves and the servants and baggage accompanying them which a free pass would cover.
- 2. They may draw daily allowance for any day on ~~which~~ which they are absent from their head quarters for more than 8 consecutive hours.
 - 3. They are not allowed to exchange for mileage allowance the allowances admissible under 1 & 2 above.

This is as regards journeys within jurisdiction.

- B. As regards journeys beyond jurisdiction they are entitled to actual fare and daily allowance. In the case of the Inspector and Sub Inspectors, they are also entitled to the third class fare for a servant, provided one is actually taken with them, and ~~produce~~ a refund certificate for such fare, ~~is~~ furnished.

CHAPTER VII. LEAVE.

65. The grant of leave to the Officers and men of the C & M Station Police is regulated by the provisions laid down in Chapter X of the Fundamental Rules.
66. The service of constables of all classes is treated as

under the free pass rules of law

superior for the purposes of leave.

67. The absence of an officer ^{must be} ~~must~~ invariably be accounted for by the grant of some kind of leave, irrespective of any kind of punishment awarded.
68. A medical certificate for leave is a recommendation for leave and therefore unless the officer to whom it is granted is incapacitated from doing duty it does not entitle him to proceed on leave without sanction.
69. (1) Casual and compensation leave is not recognised as leave under the fundamental rules. (vide P.O. 33 Part I).
 (2) Absence from duty of a subordinate directed by the head of his office to absent himself in consequence of infectious disease in his house shall be reckoned as casual leave and not against casual leave that may be due. Extra casual leave up to one month may be granted in special cases for proceeding to Pasteur Institute at Coonoor.
70. Head constables and constables attending hospital as out patients, with no duty, should be granted casual or compensation leave if ~~the~~ the absence ~~is~~ does not exceed ten days and in other cases the absence will be referred to the Commissioner for orders who will grant the absentee either hospital ^{or} leave on average pay or ^{(the period spent by} any other leave to which he is eligible. ^{in the inpatient ward} Men attending ~~at~~ patients for want of accommodation ~~should~~ ^{should} be Hospital leave on discharge.
- f any kind to officers superior in grade to constables, and to the office establishment will be decided by the Commissioner. Except casual and compensation leave, Inspectors cannot grant any other leave to head constables or constables.
- ^{officers} subordinate ^{before} proceeding on leave ~~should~~ ^{to their} be their address while on leave, ~~should~~ ^{should} be reported to their superior.

(2) No subordinate police officer ^{may} ~~will~~ proceed which has been sanctioned, without the permission of his superior officer.

(3) Head constables and constables proceeding on leave shall invariably be furnished with passports.

73. A non-gazetted officer who is granted leave on medical certificate shall not be permitted to return to duty on the expiry of his leave, without the previous sanction of the Commissioner. He will be required to ~~present~~

a certificate of ~~his~~ fitness before the per-

73.A. Police officers who have been permitted by the Local Government to be Members of the Auxiliary Force (India) may be granted special leave to attend camps. This leave will be considered as 'duty' and not as Casual or ~~Camp~~ ^{compensation} leave.

treated as an extension of leave.

CHAPTER VIII. RECORD OF SERVICE.

74. Service Books including the defaulter sheet constitutes the record of service of all non gazetted officers of the police department.

75. A service book is supplied at his own cost to every officer on his first appointment. It will be kept in the ^{Commissioner's} office ~~in which he is serving~~ and transferred with him ^{if he is transferred from Bangalore Police Force} ~~from office to office~~.

76. 2. When an officer is transferred ^{from the Bangalore Police Force} ~~to another district~~ ^{must} the entry of his transfer should be made in the ^{Commissioner's} office ~~from which he is transferred~~, the book verified up to date attested by the Commissioner and forwarded to the Superintendent of the district ^{to which} ~~he is proceeding~~ on transfer.

3. Finger prints must be taken. Entries on the first page will be renewed and reattested every five years.

4. Service books ^{should} be verified annually and a certificate ^{to} that effect signed by the Commissioner.

76. (1) If a non gazetted officer resigns or is discharged without fault, his service book may on his application be handed over to him, an entry being made therein to that effect.

(2.) *Subject to Clause (1) above, the* service book of an officer who has severed his connection with the department shall be retained for a period of *five years after death or retirement* ~~ten years~~, or until the officer's decease, *whichever is earlier.* ~~whichever occurs first~~, after which it should be destroyed.

on the expiry of five years after death

(3.) In the case of an officer's service terminating by his death, his service book may, on application, be handed over to his relatives. If no application is made, ~~within six months of the officer's decease~~, the service book may be destroyed *after the prescribed period.*

77. All punishments, ~~severe~~ reprimands, reprimands and warnings ordered in the case of Inspectors, Sub Inspectors and Sergeants, members of the office establishment ~~and~~ shall be entered in the service book.
78. After enrolment, a Verification Roll shall be made out for head constables and constables. In the event of a man's transfer *from Bangalore Police Force* ~~to any other district~~ the roll will be forwarded with him. This ~~roll~~ roll shall be filed with the service book.
79. For every non gazetted officer a leave account shall be maintained in terms of leave on average pay as required by the fundamental rules and this account ^{in the} will be filed along with the Service ~~register~~ register of the officer concerned.
80. All forfeiture of leave awarded as a punishment shall be recorded in red ink in *the Remarks column* ~~column~~ of the leave account with the number and date of the order.
81. Separate defaulter sheets ^{must} will be maintained in the *Sub:* Circles by Inspectors, wherein will be noted all

112

officer who prematurely resigns would otherwise been eligible. The attention of every Government officer who applies to ^{resign} ~~retire~~ before he is entitled to any pension or gratuity ^{shall} ~~should~~ be drawn by the head of his office to this consequence of premature ^{resignation} ~~retirement~~. Before the resignation is accepted, a written ~~statement~~ statement ^{must} ~~should~~ be taken from the officer to the effect that he understands what will be the consequence of his resignation.

89. The service prior to discharge on the minimum pay of of a constable Rs 20/~~who~~ re-enlists within one year after discharge may, with the sanction of the Commissioner, count for pension. If sanction is not accorded at the time of re-enlistment, it may be accorded at any subsequent date.

90. (a) The invaliding rule ^{shall} ~~should~~ not be enforced in cases where, without prejudice to the interest of Government, the retention of an individual in the Government service for a brief period will confer a title to a pension in lieu of gratuity, or to an increased rate of pension.

(b) The brief period of retention allowed in the above rule ^{shall} ~~should~~ not, as a rule, exceed three months.

91. The Commissioner has power to retire or retain ^{members} ~~minis-~~ ~~of the Office Establishment~~ ~~terial servants~~ ^{who have attained the age of 55} up to the age of 60 years but they will not be so retained unless efficient. Subordinates in executive service will not be retained in service after they have attained the age of 55 ~~unless very exceptional reasons exist for their retention.~~

Retirement under the 55 or 60 years rule takes effect from the fifty-fifth or sixtieth birthday.

92. Police officers ^{will} ~~will~~ not apply direct to a medical officer for a certificate of unfitness. The requisition

except for very strong public reasons and with the sanction of the Resident.

for optional retirement is not complete, or that additional period of service would entitle him to a higher rate of pension, he ^{shall} ~~should~~ be informed of the fact and given the option of continuing his service.

(7) Officers on retirement ^{shall} ~~should~~ furnish their address in case additional information is required.

94. To prevent delays in the disposal of pension applications steps will be taken to ensure that pension ^{papers are forwarded} ~~payment~~ ^{to the Pay and Accounts Officer} ~~orders are issued~~ within a month of an officer's retirement.

95. Annually a list of officers ~~xxxxx~~ who will attain the age of 55 or complete the term for which extension has already been allowed, during the next official year, will be submitted for the orders of the Commissioner, with a ~~view to take up~~ the preparation of their pension papers.

96. In the case of grant of a gratuity, ~~the~~ ^{but in a separate sheet} finger prints need not be taken on the application form. In the case of pension applications ~~the~~ finger impressions should be recorded in the presence of the Commissioner, who will sign the necessary certificate on the application.

97. The following documents ^{must} ~~should~~ accompany pension applications when being forwarded to the Pay and Accounts officer:-

- i. Last pay certificate, in the case of pension only.
- ii. Memorandum of calculation of pension.
- iii. Copy of the first page of the pension application with a set of finger impressions on it.
- iv. Service book.
- v. Medical certificate in cases of invaliding.

CHAPTER X. STORES.

98. All transactions in the office of the Commissioner of Police connected with Arms, accoutrements, clothing, stationery, forms, and fire-engine and prison van appliances are carried on by the Stores section.

When, however, police officers proceed on leave preparatory to retirement, stating in writing that they will retire on the expiry of the leave, their services will be verified by the P & A Officer without delay, but the payment of the pension will not be sanctioned more than P & A

vi. Two specimen signatures
vii. Certificate that he will not include the service included in that application for a separate pension

The report will be drawn up in the form prescribed by the Ordnance Department. The committee's report always state by whom the loss should be borne.

Note:- Bayonets for rifles are complete arms and not component parts of an arm.

(B) The full cost of arms and accoutrements carelessly or wilfully lost or damaged will be recovered in all cases. When damaged articles can be repaired, the actual cost of repair will be stopped from the man's pay.

(C) Deficiencies in ammunition will be dealt with as follows:-

- (i) if there is reason to believe that ammunition has been done away with, those implicated shall be prosecuted.
- (ii) if lost by neglect, by such departmental action as the Commissioner may deem fit, besides the delinquent being made to pay for any rounds lost, at cost price.

117. Recoveries on account of clothing and other articles lost or damaged which ~~have~~^{have} to be replaced ~~should~~^{must} be credited to Government. A note to the effect that the recovery ~~should~~ be so credited will be made in the pay abstract in which the amount is short drawn.

118. All rifles should be stripped and lubricated by the armourer once in six months.

119. The following information should be given in reporting to the arsenal upon defective ammunition:-

- i. description of ammunition
- ii. place and date of manufacture
- iii. number of rounds fired at the time the defects were discovered
- iv. number of defective rounds and nature of defect and
- v. number of rounds of same place and date of manufacture on charge.

Defective ammunition reported upon ~~should~~^{must} be retained until ~~orders~~ orders are received upon the report.

CHAPTER XXXI. STATISTICAL DEPARTMENT.

120. The following ~~is~~^{is} the ~~scale~~^{free} of clothing etc as issued to officers of the police: ~~the following~~:-

SERGEANTS.

Annual Supply

120

SERGEANTS.I. Annual Supply.

i. Boots, ankle-	2 pairs @ 15/=	per pair	Rs 30/=
ii. Socks, woollen	do	@ 1/0/2 do	Rs 2/4/0
iii. Suits, Khaki drill with breeches,	3 suits @ 20/12	each	Rs 62/4/0
iv. Khaki Ties-	2 @ 1/2/	each	Rs 4/=

Biennial Supply.

i. Caps, forage with badge & 2 Cases -	1.	Rs 7/4/=
ii. Helmets, Khaki with puggaries-	1	Rs 14/=
iii. Gaiters-	1 pair	Rs 14/=
iv. Warm khaki suit-	one	Rs 33/=

Triennial Supply.

Waterproof khaki coat,	one	Rs 27/8/=
------------------------	-----	-----------

Supply when required or once in 8 years.

i. Badges, metal for helmet and shoulder straps,	3 @ 1/4/=	each	Rs 3/10/=
ii. Crowns, white metal,	2 @ =/8/=	each	Rs 1/=
.. .. .			

II. HEAD CONSTABLES.

A. <u>1st Year.</u>	i. 2 khaki drill coats @ 4/7/6	Rs 8/15/=
	ii. 2 do knickers @ 3/0/6	Rs 2/1/=
	iii. 1 pair putties @ 2/7/=	Rs 2/7/=
	iv do boots @ 3/2/=	Rs 3/2/=

B. <u>2nd Year.</u>	A plus	
	{ i. One puggree border @ 3/=	Rs 3/=
	{ ii. One do without borders @ 3/	Rs 3/=
	{ iii. One woollen jersey @ 6/=	Rs 6/=
B(1)	{ iv. One Kullah @ =/15/=	Rs 0/15/=
	{ v. One silver chevron @ 1/2/=	Rs 1/2/=
	{ vi. One silver crown @ =/12/=	Rs =/12/=

C. 3rd Year. Only A. ~~main~~.D. 4th year. A plus B ^{plus (W)} ~~plus B.I.~~ ^{plus (W)} ~~plus B.I.~~E. 5th year. A only.F. 6th year. A plus B.I.G. 7th year A onlyH. 8th year. A plus B I, plus D.I.

.. .. .

III. CONSTABLES.

<u>1st Year.</u>	i. 2 khaki coats @ 4/1/3	Rs 8/2/3
	{ ii. do knickers @ 3/0/3	Rs 3/2/=
A.	{ iii. One pair of putties @ 2/7/=	Rs 2/7/=
	{ iv. do boots @ 3/2/=	Rs 3/2/=

<u>2nd year.</u>	A plus	
	{ i. One woollen jersey @ 6/=	Rs 6/=
	{ ii. One puggree border @ 3/=	Rs 3/=
B.	{ iii. One puggree or turban without border	Rs 2/12/=
	{ iv. One kullah @ 1/5/	Rs 1/5/
	{ v. Badges of rank @ =/2/=	Rs =/2/=

121

120 A. On the 1st September of each year an indent for clothing in duplicate will be submitted to the Hon'ble the Resident for sanction. This indent will be prepared ~~for~~ so as to comprise only the actual requirements of the year based on the anticipated supply during ~~at~~ the year and some necessary reserve stock.

(b) On receipt of sanction tenders will be invited by due publication in the press, for the supply of articles required. Articles such as boots, khaki drill, putties, great coats, jerseys and ~~a~~ waterproof coats may, however, be purchased from recognised firms.

(c) After acceptance of a tender, by the Commissioner, the contractor will execute an agreement on stamped ^{in the form prescribed} paper/and deposit 5% of the amount of the contract as earnest money for the due performance of his contract.

from this the ledger can be entered up.

also

(b). There will ~~xxxx~~ be maintained a First information book and the particulars ~~xxxxxxxxxxxxxxxxxxxx~~ will be noted therein ~~xxxx~~ as given in A. above.

122. The following are the instructions for entering cases in the crime ledger.

1. Cases in which investigation is refused are ledgered as true cases, but property alleged to have been lost in them will not be entered in the ledger.
2. A case will be ledgered as regards section and disposal according to the finding of the court which finally disposed of it and will be transferred accordingly, if originally otherwise entered.
3. Notwithstanding the above ~~xxxxxx~~ order, cases treated by the police as cognizable but in which the court finds that the offence committed was non-cognisable, will be retained upon the ledger of police cases in order that the manner of disposal by the court of each case may be shown.
4. No case can be called detected unless some person is convicted of it ~~by~~ by a competent court. Cases in which the conviction is reversed on appeal will be classed as 'acquitted' and will be shown as true cases unless the appellate court declares them false.

5. When a person is convicted of several offences which he is charged at one trial, the case will be lodged under the head of the most serious of the offences of which he is convicted.
6. Similarly in the case of an acquittal or of a case being undetected, the case will be lodged under the head of the most serious offence with which a person is charged before a court, or of which he is accused to the police.
7. When several persons are tried jointly and convicted of different offences the case will be shown under the head of the gravest offence of which one of the accused persons has been convicted, but each individual person will be shown under the head of the offence for which he has been convicted, a note of the transfer being made in the remarks column.
8. When a person is charged with obtaining possession of property by an offence other than receiving stolen property, but is convicted of receiving or being in possession of stolen property a fresh case will be registered and lodged for the offence of which he was convicted, the original case being shown as undetected.
9. Each instance of murder will be lodged as a separate case, even though several persons are murdered by the same person on the same occasion.
10. A connected series of occurrences attributable to the same person or set of persons should be lodged as separate cases, if each occurrence forms an independent transaction. Thus, if a man proceeding along a road murders A, and a little further on robs B, two separate cases one of murder and one of robbery should be entered.
11. Dacoities and robberies should be registered with regard to the number of occurrences at different times and places and not with reference to the number of persons attacked at the same time and place.
12. A note will be made against dacoities and robberies as to whether the case is one of highway, field or house dacoity or robbery. Highway includes a path in common use.
13. Each person charged under the bad livelihood sections will be shown as a separate case.
14. Cases of attempt, abetments punishable under Chapter V I.P. Code, other than those specified in sections 115 to 120 of the code should be shown with the substantive offence abetted.
15. Persons appearing ~~before~~ before courts otherwise than by arrest will not be entered until and unless they are convicted, acquitted or discharged.
16. Property recovered will be shown under the head of the offence by which it was lost, except in the instance of cases against receivers in which the occurrence occasioning the change of possession of the property cannot be traced.
17. Only property in true cases reported during the year will be entered in the ledger.
18. Cases pending at the end of the year are considered true cases. Property lost and recovered in such cases will therefore be entered in the ledger for the year in which they were reported.
19. Property recovered in a year subsequent to that of the commission of an offence will be entered for the year of recovery with a note in the remarks column.

123

123. All cases on the police ledger at the end of the year in which the magistrates proceedings have not been received shall be brought forward to the next year.
124. Offences falling under each of the following heads will be grouped and totals only entered ϕ in the ledger against each head in one line:-
 Indian Penal Code
 Section 130 - Aray
 " 302 Voluntarily causing hurt.
 " 304 Hurt on grave or sudden provocation.
 " 352, 355, and 358 criminal force.
 " 402, 407 & 484 Mischief (simple).
 " 504, 506, 507, 509 & 510, intimidation and insult.
 Special and Local Laws.
 Motor Vehicles Act & Rules.
 Arms Act & Rules.
 Bangalore Municipal Act & By Laws
 Bangalore Police Law.
125. On receipt of judgments from the Sessions Judge in Police cases the Commissioner will take notice of comments with regard to the conduct of police made unfavourably or otherwise therein.
126. An annual report upon the Administration of the force will be forwarded to the Resident through the District Magistrate not later than 1st ^{July} ~~April~~ of each year. The District Magistrate will forward it with his remarks.
127. The report should be drafted under the following heads
 i. Strength of the force giving a comparative statement for two years (year under review and the previous year) and noting any increase or decrease with the Government order on which it is based. Each rank to be shown separately.
 ii. Enlistment. Note on recruitment.
 iii. Casualties.
 iv. Health. Giving information of the number of admissions into hospital, percentage on actual strength, and the percentage of the daily average and also the number of men absent on account of illness.
 v. Departmental punishments. Giving a comparative statement for two years and remarking generally on the state of discipline and the conduct of the force. Deferred punishments should be shown by quoting the number awarded, confirmed, remitted and pending.
 vi. Appeals- statement for two years.
 vii. Judicial punishments if any.
 viii. Statement of rewards, both monetary and C.C.Es.
 ix. A note on the Reserve police.
 x. Railway police with a statement of crime and the general character of the work turned out during the year.
- Part II ^{will} ~~is~~ CRIME.
 i. General character of the year, whether crime was well reported and registered.
 ii. Statistics regarding the number of true cases of cognizable crime under the I.P.C. disposed of in the year as compared with the previous year.

Two maintained,

130. A despatch book will be maintained one for local delivery and the other for out stations in which the stamp account will be maintained.

130 A. A register of all lands held by police officers whose pay is Rs 30/= or above, or their wives or members of their family dependent on them, ^{shall}~~should~~ be maintained in the office of the Commissioner in which the necessary entries will be made in July annually & by the officers concerned and submitted to the Resident by the 1st August of each year.

private fire arms and ammunition.

- i. Officers commanding reports the loss or recovery of arms, important components or ammunition to the police who are responsible for further action towards the tracing and recovery of them.
- ii. The Commissioner will report to the D.I.E., P.A. to D.I.C., C.I.D., Madras of the loss, theft, or recovery of arms, important components and ammunition coming under the following category, of which ~~the~~ he receives information from any source, whether military or civil:-
 - a. machine guns, light automatics, grenades and articles of Royal Air Force armaments.
 - b. rifles, revolvers and pistols, Government or private.
 - c. barrels and bolts of 203 bore.
 - d. Ammunition for cannon, machine guns and high velocity rifles.
 - e. high explosives, whether in bulk or in made up charges including fuses and detonators.
- iii. Reports concerning items of the above category should be reported by telegram where ever there is prima facie evidence or reasonable suspicion of a recent theft. In other cases the report may be made by letter. In all cases every effort will be made to include either in the initial report or in a continuation report the fullest possible details both for the identification of the missing arms, components or ammunition and as regards the methods and identity of the thieves.

Note:- The number of the bolt (in addition to that of the rifle) should be given in the case of theft, loss or recovery with bolts.

- ii. Theft of, or recovery of empty rifle cartridge cases in large numbers ~~shall~~ be treated as those of ammunition for rifles and reported.

[illegible]

133. (b) If in any case there may appear grounds for suspecting the agency of professional arms thieves from the North West Frontier, telegraphic information giving the fullest available particulars should be sent to ^{de Qu. S. G. of Police. C. I. D.} The Asst ~~Intelligence Branch~~, Peshawar, N. W. F. Province, the telegraphic address being PUNJILINT, PESH. 113.

CHAPTER XIII FINGER PRINTS.

134. (1) "Finger Prints" include~~d~~ prints of the thumb and are either 'rolled' or 'plain'.
- (2) A 'Rolled' ^{finger print} is obtained by placing the inked thumb or finger on the paper so that the plane of the nail is at right angles to the plane of the paper. The thumb or finger should then be pressed lightly on the paper and turned over so that the bulb surface which originally faced, say to the left, faces to the right, the plane of the nail being again at right angles to the paper.
- (3). A 'Plain' print is obtained by lightly pressing the inked bulb or thumb of finger upon the paper without ^{other} movement.
- (4) 'Unidentified' means a person whose residence and antecedents are not known.
- (5) 'Untraced' means a person against whom no previous convictions are traced.
- (6). 'Expert' means an officer who has been declared by the D.I.G, C.I.D.; to be competent to examine, classify and give an expert opinion on finger impressions.
135. (1) The appliances required for tak~~i~~ng finger prints comprised a tin slab, an India Rubber roller and a pot of printer's ink. These must be kept scrupulously clean and free from dust, grit and hairs. The slab should be freshly cleaned each time before use. The roller when not in use should be kept wrapped up in oiled paper. The pot of ink should be kept tightly closed when not in use.

(2). A small quantity of the ink should be put on t. with the point of a knife and the roller used to bring it down to the finest possible film so that the tin is dimly visible through the ink. Experience has shown that it is easier to start with a very small quantity of ink and to increase it as necessary. If too much ink has been put on the slab, a sheet of paper laid on it and rolled over with the roller will generally reduce it sufficiently. If the ink is dry and thick, it will be found that with a little perseverance it can be worked up smooth~~ly~~ on the slab.

(3) The fingers of the subject should be rubbed clean and dry, as the slightest perspiration on the finger will cause blotches and blur the print. Only the inner portion of the upper phalanges of the fingers should be inked. ~~To take a 'rolled' impression, place the finger on the inked slab, the plane of the nail being at right angles to the slab, and turn over till the bulb surface which originally faced to the left, now faces to the right. For a 'plain' impression, place the ridged surface of the finger flat upon the inked slab.~~

(4). Prints ^{should} be taken on the authorised Finger Print Slip. In the Slip, space has been allowed for the 'rolled' prints of all the ten digits, as well as for the 'plain' ~~of~~ prints of the four fingers of each hand. The headings of the slip are self-explanatory.

(5) For ~~the~~ convenience in taking 'rolled' prints the slip should be folded at the line indicated and the fold placed in line with the edge of the table.

(6) The 'rolled' prints of the right hand should be taken first, each finger being inked and impressed before the next finger in rotation is inked. When the 'rolled' prints of the right hand have been taken, the operator will take the 'plain' prints of the four fingers of that hand

128

128

(1) On the arrival of the Tester, the files containing the Conviction memos and F.P. Slips will be handed over to him and he will proceed to test the slips at the jail, and fill in all details required by the Bureau which have not already been filled in by the Station House Officer. In making the test the Tester will make for each prisoner a slip and satisfy himself that the prints have been properly taken on the original finger print slip and are those of the convict named in the slip, that all particulars recorded on the slip are correct and properly filled in, and that all convictions have been correctly entered and that the required number of copies have been taken. Any mistakes will be brought to the notice of the Commissioner.

F.P. Slips on which the prints are blurred or indistinct ~~must~~ should be rejected and replaced by fresh slips prepared by the Tester.

(2) After having tested the slips, the Tester will note the word 'tested' with his initials and date (1) against the prisoner's name in the Jail Register (2) in the Local F.P. Register and on the back of the Conviction slip.

(3) The Tester is responsible for the correctness of the convictions and all other details entered by himself ~~or~~ or the station house officer on the reverse of the slip. He will sign each slip that he has ~~tested~~ tested and his signature will be held to show that he has verified the sentence, previous convictions and personal details of the convict from the jail records.

129.

Finger print slips and conviction memos after being tested will be handed over by the tester to the school Sub Inspector who will send the slips to their respective Bureaux and the memos to the Divisions, for file.

140. In the case of convicts who remain unidentified, the word 'unidentified' ^{must} ~~will~~ be written in red ink on the top of the reverse side of the F.P. Slip before it is sent to the Bureau. In the case of 'reconvicted' persons whose F.Ps are known or believed to be already on record, the slip ~~will~~ ^{shall} be endorsed in a similar manner with the word 'reconvicted' in order that they may attract attention in the F.P. Bureau and thus provide against two slips of the same person being kept on record.
141. When a prisoner escapes from police ~~in~~ or jail custody and his F.Ps have been taken previous to his escape, the F.P. Slip ^{shall} ~~should~~ be forwarded to the Bureau with an explanation of the circumstances so that it may be placed in the record, arranged for search. If the slip has already been sent it will be necessary to inform the Bureau of the escape in order that the slip may be suitably marked.
142. If any person whose F.P. Slip has been sent for record, is subsequently declared a proclaimed offender, or escapes from jail or police custody or absconds after committing some offence the S.H.O. will inform the Commissioner who will inform the Bureau.
143. If a convict whose finger prints have been taken dies in the jail or after release, the station house officer will send in ~~and~~ a death report to the Bureau through the Commissioner, in order that their slips may be destroyed.
144. On Sundays and holidays, the school F.I. will take the impressions of the accused persons at the police station or at the court house if the prisoner is to be taken for record. There should be no delay in taking of F.Ps after a person is arrested.

152

CHAPTER XIV

CORRESPONDENCE, FILING AND TRANSMISSION OF RECORDS.

145. The ~~xxxxx~~ following general instructions will be observed in the office of the Commissioner.
- i. The name of the Commissioner, as well as his official designation will be set out in full at the head of every letter.
 - ii. The use of facsimile signature stamps on letters, instead of sign manual, is forbidden.
 - iii. When it is necessary to add a date to initials or signature, the year as well as the date and month should be shown.
 - iv. When a large number of enclosures are sent with a letter, a list of them must be forwarded.
146. All letters despatched in reply to communications, either from Government officers or private persons or associations will be sent, if outside Bangalore, by 'Service Paid'.
147. Confidential papers should be despatched in double covers the inner one being marked 'Confidential' and sealed and superscribed with only the name of the addressee, and the outer one bearing the usual official address.
148. The following forms of address should be used in the case of Indian gentlemen holding official or honorary positions:-
- | | |
|---|---|
| | Mahomedans |
| (1) The incumbents of all appointments made and gazetted by the Government or of appointments, the monthly salary of which is not under 200/=; Honorary Magistrates; and the Members of the Municipal Commission, | ... Sahib Bahadur
Indian Christians who bear European names.
..... Squire.
Others
M.R. By Avarzal
or Gern. |
| | Mahomedans |
| (2) The incumbents of appointments not made and gazetted by Government, the monthly salary of which is 150/= but under 200/=; and members of any Union Panchayat. | Sahib
Indian Christians who bear European names.
.....
Others
M.R. By |
149. i. The Manager will open all covers not addressed by name.
 ii. The same course will be followed in the case of telegrams.
150. Unpaid letters superscribed 'on public service' must be accepted.
151. Petitions received from persons outside the department

should not be returned in original, but an order should be communicate' to the sender. The orders of the Commissioner/ may be reproduce' and signed by the Manager 'for Commissioner'.

152. All telegrams and other communications from police officers or clerks, regarding leave, pay, leave allowances, etc are private and not official and should not be ~~xxx~~ sent at the public expense. If a telegraphic reply to any such communication is desired, it should be prepaid.
153. All corrections and alterations in police records will be made by drawing a line through the original entry so as not to obliterate it, and writing the required alteration above and initialling it.
154. No document or official paper of any kind or any copy of such paper belonging to or in the custody of the police shall be furnished to any private individual or other person not authorised by law to require it except under the orders of a competent court or the Commissioner.
155. Correspondence will be conducted and papers disposed of and filed according to 'Current' system.
156. In the current register ~~are~~ are entered in sequence all papers of the nature of correspondence received from outside or arising in the office. Each paper so registered is called a 'Current'. Communications which leave the office will bear the current number and will be entered in Column 7 of the register.
 - (2). Replies to references may be given fresh current numbers or entered in Column 7 according to the importance of the subject. Replies to references given fresh current numbers will be added to the file forming the original current from which they arise.
 - (3). Reminders sent out will be noted in Column 7;

CONTENTS.

—o—

APPENDIX I.—List of Books, Registers, &c., to be kept
in the office of the ~~Superintendent~~ of Police and at
Stations ... *Commissioner* ...

APPENDIX II.—List of Personal Records to be kept
by Inspectors

APPENDIX III.—List of Periodical Returns, State-
ments, &c.

APPENDIX IV.—List of Records to be retained and
period of retention

APPENDIX V.—Diagram showing the method of laying
out kits

126

APPENDIX I.

List of Books, Registers, &c., to be kept in Office
and at Stations.

No.	Name of Register, &c.
<i>Commissioner's</i> POLICE ~~SUPERINTENDENT'S~~ OFFICE.	
<i>General Department.</i>	
1	~~Check Register of Inspectors' Diaries~~ ...
2	Register of Lands ...
3	General Current Register and ~~Disposal List of~~ ...
4	Index Book... ..
5	Despatch Book showing expenditure of Service Labels ...
6	Current Register of Petitions ~~received by~~ ~~Superintendent~~ ~~Commissioner~~ ...
7	Memo. Form ~~Book~~ ..
8	Reminder Memo. Forms ~~Book~~ ...
9	Register of Licenses under Arms Act ...
10	~~Register of Designates~~ ...
11	~~Remarks Book~~ ...
<i>Account Department.</i>	
1	Order Book ...
2	Defaulter Book ...
3	~~Leave Register~~ <i>Leave Account forms.</i> ...
4	Casual Leave Register ...
5	~~Register of Constables~~ ...
6	Service Books of Inspectors, Sub-Inspectors, <i>Sergeants</i> Head Constables and office establishment ...
7	Cash Book ...
8	Contingent Register ...
9	~~Treasury Credits Book~~ <i>Treasury Chalcans.</i> ...
10	Treasury Bills Book ...
11	Long Roll ...
12	Establishment Bill Book ...
13	Travelling Allowance Bill Book ...
<i>Statistical Department.</i>	
1	Register of Complaints against Police Officers ..
2	Register of Summonses and Warrants ...
3	Crime Ledgers ...
4	~~Register of suicides and accidental deaths and other accidents~~ ...
<i>Store Department.</i>	
1	Receipt and Issue Book of Arms, Ammunition and Accoutrements... ..
2	Receipt and Issue Book of New clothing ...
3	Receipt and Issue Book of Part-worn clothing... ..
4	Receipt and Issue Book of Stationery ...
5	Receipt and Issue Book of printed forms (Books) and sheets... ..
6	Register of Books and other property ...
7	Enlistment Book ...
8	Hospital Book ...
9	Register of articles condemned ...
10	~~Check Register of Indents from Divisions~~ ...
POLICE STATIONS.	
1	First Information Report ...
2	Bail and Recognizance Bond of accused ...
3	Recognizance Bond of Prosecutors and witnesses ...
4	Charge Sheet ...
5	Referred Charge Sheet ...
6	Register of Processes... ..
7	Arrest ~~Report~~ <i>Cards</i>
8	~~Report of suspected property~~ ...
9	Register of Prisoners searched in police stations ...
10	~~Register of unclaimed property~~ ...
11	Conviction Register (Book I) ...
12	Register of Known Depredators (Book II) ...
13	~~Register of Criminal Gangs~~ ...
14	Report on undetectable cases ...

10 Part I Station Crime
History
11 Part II " "
12 Part III " "
13 Part IV " "
History Sheets
14 Bed Room List of
Ex convicts

List of Records to be retained and period of retention.

No.	Nature of Records.	Periods for which to be preserved.
-----	--------------------	------------------------------------

Inspectors' and Station House Records.

~~1~~	~~Register of Permanent Foreigners~~	~~Permanent Record.~~
~~2~~	~~Register of Wandering Foreigners~~	~~do~~
3	Search Register of Prisoners ...	5 years.
~~4~~	~~Register of Unclaimed Property~~	~~do~~
5	Conviction Register (Book No. I)	Permanent.
6	Register of Known Depredators (Book No. II)	do <i>Misdeed sheet - permanent</i>
7	Orderly Room Book ...	do
8	Notices which are in force and authorized to be hung up in Station-Houses ...	do
9	Police Order Book ...	do
10	List of Furniture and other property	Permanent.
11	Register of Licenses under the Arms Act	10 years.
12	Petty case Register ...	do
~~13~~	~~Inspectors' Register of Stationary and Moving~~	~~5 years.~~
~~14~~	~~Charge Sheet and First Information Registers~~	~~At the end of 5 years to be sent in to Head Quarters, and there to be kept permanently.~~
15	Remand Sheet ...	2 years.
16	Contingent Bill Book...	2 years.
17	Tappal Book of Stations	3 years.
18	Counterfoils of indents for articles	3 years.
19	Duty Rosters ...	do
20	Beat Books ...	do
21	Gazettes of Mysore ...	2 years.
22	Files of Miscellaneous Papers	3 years.
23	Counterfoils of Bail and Recognizance Bond of accused person ...	do
24	Counterfoils of Bail and Recognizance Bond of Prosecutors and Witnesses ...	do
25	Counterfoils of Charge Sheets.	do
26	Counterfoils of Referred Charge Sheets	do
27	~~Counterfoils of~~ Register of Processes	do
28	Counterfoils of Arrest Reports	do
29	Counterfoils of First Information Report	do
30	~~Counterfoils of Register of Suspected Property~~	~~do~~
31	Counterfoils of Memoranda	do
32	Counterfoils of lists of articles returned to Stores	do
33	General Diary	10 years.
34	Counterfoil C Form Book	3 years.
35	Unnatural death report	do
36	Cash Remittance Book	5 years.
37	Circular Book	Permanent.
38	Counterfoil of music license	5 years.
~~39~~	~~Book of Prisoners released weekly~~	~~1 year.~~
40	Passport Forms	3 years.
41	Batta Bill	do
42	Summons and Warrants Register	2 years.
43	Levy Warrant Register	6 years.
44	Service Register of Officers and men	30 years.
45	Register of Property lost or stolen	10 years.
46	Register of European deserters	do
47	Register of Native deserters	do
~~48~~	~~Leave Register~~	~~5 years.~~
49	Accident Register	3 years.
50	Case Diary Forms	10 years.
51	Hotel Books	3 years.
~~52~~	~~Photo Album of Known Depredators~~	~~Permanent.~~

N. B.—Sub Station Houses will have all the records shown here except the following Nos. 5, 6, 16, 18, 32, 36, 37, 38, 41, 42, 43, 44, 46, 47, 51. Sub Stations will have in addition Nominal Roll of K. Ds. in station range.

Head Quarter Office Records.

1	Police Gazettes (all parts)	5 years.
2	~~All letters received and sent which pass into the Disposal list except papers for whose retention fixed limits have herein been prescribed~~	~~Permanent~~
	rent; ~~Disposal~~ and Index Registers	do
	g Rolls	do
	Register of Complaints against Police Officers	do
	Register of Complaints and Petitions	do
	Register of Lands	do
	~~Index File~~	do
	~~Defendant Book~~	do
	Enlistment Book	do
11	Police Administration Report	do
~~12~~	~~Register of Foreign~~	do
13	Crime Ledger	do
14	Order Book	35 years.
15	Annual return of establishments	do
16	Leave Rolls and other leave papers	do
17	Land Statement	As long as the officer who furnished it remains in the service.

Chapter V.	Buildings	47 to 52
"	VI Travelling allowance	53 to 64
"	VII Leave	65 to 73
"	VIII Record of service	74 to 86
"	IX Pensions and gratuities	87 to 97
"	X Stores	98 to 120 A
"	XI Statistical Section	121 to 127
"	XII General section	128 to 133
"	XXII. Finger Prints	134 to 144
"	XIV Correspondence, filing and the destruction of records	145 to 161
Appedices to Part II.		

Part III.

MISCELLANEOUS INSTRUCTIONS, RULES AND NOTIFICATIONS.

~~Chapter~~ I	Instructions to police officers for sending articles for chemical examination.
II.	Rules relating to family provision to be made by officers (Europeans and Anglo-Indians)
~~III~~ III.	Rules regarding medical attendance
BV	Uniform of subordinate police officers
V	Rules for recording marks of identification
VI.	Memorial Rules
VII.	The Bangalore C & M Station Police ~~Force~~ Law, 1927
VIII.	Notification ~~extending acts and enactments to~~ ^{applying} the C & M Station Bangalore
IX	Press and Registration of Books Act, XXV of 1867
X	Cattle Trespass Act- I of 1871
XI.	The Opium Act 1 of 1878
XII.	Treasure Trove Act VI of 1878
XIII	The Indian Railways Act IX of 1890
XIV	Post Office Act VI of 1898
XV	Telegraph Act XIII of 1885
XVI	The Indian Registration Act XVI of 1908
XVII	The Indian Arms Act XI of 1878

ORDERS OF THE BANGALORE C & M STATION POLICE FORCE - Part I.
General organisation and procedure - Section I.

CHAPTER I. ORGANISATION.

(6)

*Substitute
revised
chapter*

- 1(a) The administration of the Police force of the C & M Station Bangalore and of the Railway Lands in the Mysore State, jurisdiction over which has been ceded to the British Government, is vested in the Commissioner of Police, subject to the general control and direction of the District Magistrate.
- (b) The C & M Station is divided into two police divisions each of which is in charge of an Inspector. The Railway forms a third division which is also under an Inspector. The territorial divisions are further sub-divided into station ranges each of which is in charge of a Sub Inspector, who has subordinate to him the requisite staff of head constables and constables. The Reserve is under an European Sergeant working under the direction of Shoolai division Inspector.

CHAPTER II. POWERS AND DUTIES OF THE COMMISSIONER.

*Substitute
revised
chapter*

2. The Commissioner is appointed under Section 4 of the Bangalore C & M Station Police Law wherein his powers and duties are defined.
3. Under Section 16 of the above law the Commissioner may, subject to the sanction of the Hon'ble the Resident in Mysore, frame orders and regulations for the general government of the force.
4. The Commissioner may appoint such persons as he thinks fit to be members of the Police Force subject to the provisions laid down in Section 3 of the Bangalore Police Law and award punishment to all ranks *in accordance with* under Section 20 - vide P.O..28.
5. Officers of the station police, of and above the rank of a Sub Inspector, may be transferred to the Madras City or District Police as the case may be. Officers received from Madras in exchange will be ordinarily retained for a period of 3 years.

6

St. the division

telephone and special report to the Commissioner upon-

- (i) riots which involve a serious breach of the public peace
 (ii) all collisions between Europeans and Indians
 (iii) outrages which have a political significance
 (iv) calamities such as fires, which cause serious damage to life or property and
 all other matters which have a political or administrative importance.

14. The Prosecuting Inspector should appear in all Charge

sheet cases and should assist the Inspectors and Sub-Inspectors in the preparation of charge sheets in impor-

tant cases. He should submit a daily diary to the Commissioner in which he will note important points which may come to his notice in important cases. He should attend the Courts in uniform.

(b) The Prosecuting Inspector is individually appointed a Public Prosecutor under Section 492 C.P.C, and as such his services may be commanded by the District Magistrate. (vide S.Rs No 9074 dated 21-12-16).

15. The Inspector in charge of the Railway Police has duties similar to those of the ^{Divisional} ~~Divisional~~ Inspectors. In particular, it is his duty to know and frequently visit and maintain satisfactory relations with the Railway Officials, especially the District Officers. He should also co-operate with the District Police through whose jurisdiction his line runs. He shall attend the scene of any serious crime or accident and take ^{such} necessary steps in the matter.

16. (a) The Intelligence Department of the Station Force will be in charge of a Sub Inspector acting directly under the orders of the Commissioner. He shall make enquiries in all matters ~~relating to a special or of a political nature and~~ ^{of a} ~~will only~~ under the orders of Commissioner. ^{as are necessary} render assistance to the Divisional Police.

17. ~~The schooling of recruits will be done by this Sub-Inspector and he will also be in charge of the Finger Print Department.~~ ^{attended to}

18. The Reserve and Stores ^{are} ~~is~~ in charge of an European Sergeant who will be in charge of:-

- (i) ~~The Reserve~~ ^{also} ~~the physical~~
 (ii) ~~Drilling and~~ training of recruits

status is equal to that of S.

of the division.

6.

the Station Police Law. They will be

8.

In the case of arrests of ~~men of the~~ ^{arrests from} local units the guard officer of the ^{unit} ~~concerned~~ ^{must} ~~should~~ ^{be} ~~intimated~~ ^{informed} by telephone and the prisoner ~~handed over~~ ^{sent by the unit} to the ~~units~~ ^{unit} escort.

37 Prior to remand a prisoner shall be confined in the ~~lock-up~~ ^{lock-up} attached to the police station, and ~~will~~ ^{shall} be produced within 24 hours before a Magistrate. On ~~all~~ ^{all} Sundays and holidays ~~the~~ ^{where they cannot be released in jail} prisoners remanded by the magistrates ~~tes~~ will be confined in the police stations.

38. ~~Prisoners~~ Prisoners brought into the station in lawful custody from any out station may be temporarily confined in a ~~police~~ ^{police} station lock-up prior to production before the Court

CHAPTER XXXIX. PROPERTY.

39. Unclaimed property ^{shall} will be taken charge of and disposed of in the manner ^{of the} laid down in Section 34 Police Law. X
Section II - Detailed instructions and Procedure.
CHAPTER IX.

APPOINTMENTS, TRAINING, EXAMINATIONS & RE-ENLISTMENT

40

~~100.~~ General conditions.—(a) Each police officer shall produce satisfactory testimonials of character and previous conduct.

(b) He shall devote his whole time to the police service alone. He shall not take part in any trade or calling whatever, unless expressly permitted; and he shall faithfully and honestly use his best abilities to fulfil all his duties as a police officer.

(c) He shall conform himself implicitly to all rules which shall, from time to time, be made for the regulation and good order of the service; and cultivate a proper regard for its honor and respectability.

(d) He shall submit to discipline, observe subordination, and promptly obey all lawful orders which he may receive from persons in authority over him.

(e) He shall serve and reside wherever he may be directed.

(f) He shall appear at all times in such police dress and accoutrements, as shall, from time to time, be ordered to be worn by each respective rank of the service; shall always be neat and clean in his appearance.

(g) He shall allow such reduction from his pay and allowances as may be required for clothing, and the like, under the rules of the service.

(h) He shall promptly discharge such debts as the ~~Superintendent~~ ^{Commissioner} shall direct to be paid. And no police officer shall, under any pretext whatever, have any money transaction with any other police officer. ~~subordinate~~ ^{of lower rank} ~~than himself.~~

The minutes and reports will be sent by the Station House Officer and Inspector

12

(10)

13

CHAPTER X *Approved Service Rules.*

58. Every constable will receive an increment of pay of Rs 1/- after five years approved service, a second increment of Rs 1/- after another five years approved service and a third increment of Rs 2/- after a further period of seven years approved service. *(see Appendix)*

59.

1. ~~Whether~~ ^{Commissioner} Whether service is approved or not is a matter in each case for the decision of the ~~officer who deals with it~~ ^{Commissioner}. This decision ~~shall~~ ^{will} be arrived at after a scrutiny of the constable's default sheet, and, if necessary, of the minutes relating to any punishments recorded therein.

2. ~~If the officer~~ ^{Commissioner} If the ~~officer~~ ^{Commissioner} is of opinion that the service is not approved, he ~~shall~~ ^{will} withhold the grant of the increment for a stated period which shall not exceed one year. At the end of that period the ~~officer~~ ^{Commissioner} shall reconsider the case, and if he finds that the constable's record during that period has been good, the increment ~~shall~~ ^{will} be granted; if not, the grant will be again postponed for another stated period not exceeding a year.

3. ~~An appeal~~ ^{Resident} "An appeal ~~and only one~~ will be allowed to the ~~Inspector General~~ from any second or subsequent order withholding an increment, which ~~would have~~ ^{will} have the effect of making the total ~~period of~~ ^{period} postponement of increment exceed a year, but no appeal shall lie till the period of postponement has amounted to not less than one year. *one year.*

4. ~~An increment of pay will take effect from the first day of the month following that on which it is earned.~~ ^{day}

5. ~~Increments accruing during leave of any kind except privilege leave or hospital leave can be granted only on the expiry of such leave (Article 60, Civil Service Regulations).~~ ^{effect}

6. ~~Temporary service in punitive or special forces counts for increment on transfer to the permanent establishment provided there is no break in the service. No other temporary service ranks for increment.~~ ^{of}

7. ~~The previous service of constables who have resigned been re-enlisted will not rank for increment.~~

8. ~~A constable who has retired on an invalid or on a pension and is subsequently re-employed should, if his previous service counts for pension under Article 54 and 55, also count such service for increment.~~

9. ~~As a punishment, constables can be deprived of their pay for stated periods of not less than three months and not more than two years' duration.~~

10. ~~Indian ex-soldiers who enlist in the police within twelve months of their discharge from the army are permitted to count their military service towards increment. Service in other departments of government ~~shall~~ ^{will} not count for increment.~~

CHAPTER XI. *Immediate Reports.*

In the following cases immediate information

A constable who has retired on an invalid pension and is subsequently re-employed should, if his previous service counts for pension under Article 54 and 55, also count such service for increment.

Indian ex-soldiers who had rendered substantial service between the 1st August, 1914 and the 31st December 1919, inclusive and who enlisted in the Police within 12 months of their discharge from the Army are permitted to count their military service towards increment. This concession is limited to those who were employed in the Army before the 1st August, 1914. Ex-soldiers who enlisted in the Police after the 31st December 1919, are not eligible for this concession.

108. The pay of the above officers, if leaving the force, will not be finally settled up unless there is a clear receipt for all monies and property. In the case of an Inspector until the relieving Inspector has sent in a final report after visiting all the stations in his district.

~~A. 01~~

In every case of accident, however trivial an accident, report in form

When an accident is reported to the Police & Police Officer shall immediately proceed to the spot & record all evidence available. If the accident is attended with hurt persons hurt in death immediate arrangements will be sent to the Police & Police Officer.

On return to the Station after copying an accident report will be sent set one to the District Inspector who will forward the report as soon as possible the same day to the Commissioner.

If the accident is a collision between a motor vehicle a riding person, trolley or other vehicle a person of the same class to make a thorough & exact portion of the vehicle not all other relevant objects will accompany the report. If such accident is accompanied by death or person hurt the Inspector of Police & the Commissioner shall be informed by telephone. Injured persons shall be sent to hospital or treated as soon as possible.

Commissioner's special orders shall be obtained before a permit is issued in respect of

(3)

126. The record of investigation in a case diary should contain only daily details of the time at which the information reached the investigating officer, the time at which he began and closed his investigation, the place or places visited by him and a statement of the circumstances ascertained through his investigation. The police are under no obligation to enter the statements of persons examined ~~by~~ by them in the course of investigation in the case diary. The note book is the proper record ~~of~~ ^{for} such statements.

127. Cases diaries will be duplicated by the carbon process, one copy being filed in the station and the other sent to the Commissioner through ^{division} the Circle Inspector.

128. When there is need to apply for a remand for a person arrested in a case, a copy of the case diary as far as the investigation has proceeded should be sent along with the application for the information of the magistrate.

129. ~~Q8.~~ (a) The attention of police officers is directed to section 174, Cr. P. C., under which sub-inspectors and station-house officers are required to act in all cases of sudden or unnatural death.

Commissioner

The inquest report should be submitted to the ~~superintendent~~ ^{Commissioner} of police through the inspector as soon as the inquest has been completed.

Under the provisions of section 174 of the Code of Criminal Procedure 1902, as applied to the Civil and Military Station of Bangalore, the Magistrate is pleased to direct that if, in the case of an investigation by the Police into the cause of death of any soldier, camp follower or other person entitled to military medical attendance, an examination of the body of the deceased is deemed necessary under the said section, such body shall be forwarded to the Hospital which the deceased would ordinarily have attended for medical relief.

by the medical officer.

31

In all cases where the police bring a body for post-mortem examination they should arrange for the subsequent disposal of the body. If the relations or friends of the deceased will arrange for the burial, the body should be given to them. If they decline, the police should arrange for the burial of the body themselves.

(1) Note, if possible, before cutting down the body or removing the strangulating medium any lividity of face, especially of lips and eyelids, any projection of the eyes, the state of the tongue, whether enlarged and protruded or compressed between the lips, the escape of any fluid from mouth and nostrils, and direction of its flow.

5 In the case of ~~military persons~~ ^{of the unit} the Adjutant shall be asked to be present ~~in also~~. (B)

138 When an investigating officer during an investigation under the CrP.C requires to inspect any Post Office records, he shall make a written application to the Postmaster who shall produce the records and give the necessary information, provided that, only those entries in the records ~~shall~~ ^{shall not} be disclosed which relate to the person or persons accused of the offence under investigation or which relate to that offence. In any other case the Postmaster shall refer to the Postmaster General who will decide whether or not the information should be withheld under Section 124 of the I.E. Act.

139. When it is found necessary for an investigating officer to inspect the records of any court in the C & M Station, he will, after obtaining written permission from the presiding officer of the court to do so, inspect the records in the presence of an official deputed by the court, and no record or part of a record shall be removed from the precincts of the court.

CHAPTER XIX. ARREST & CUSTODY.

140. A police officer has discretion whether or not to arrest a person in cognisable offences; ~~and~~ in instances where the position of the accused person and the nature of the charge against him render his arrest without a warrant an unjustifiable hardship, application should be made to the magistrate to issue a process for his appearance.

141. Informal arrest of an accused person and compelling him to remain in attendance are ~~for~~ ^{prohibited}. If the presence of a suspected person is secured, he shall be formally arrested and if not kept in custody, released on

~~cases as false and reporting them as undetectable.~~

(10)

so far suspend the investigation on which the prisoner has been arrested as to forward the prisoner with his complaint, the record of corporal examination, any other evidence available, and, if possible, the police officers implicated by the prisoner's complaint, to the magistrate having jurisdiction to enquire into the case.

146 Prisoners not liberated on bail shall be searched, as soon as brought to the station, and all property found on their persons, except wearing apparel, shall be sent to the magistrate. ^{Thalies} shall not be removed from the person of Hindu women. A list of the property, omitting the wearing apparel retained by the prisoner, shall be entered in the Search Register, which shall be signed by the Senior police officer and the prisoner.

147 A prisoner in police custody shall not be permitted to leave the lock-up after night fall, except in special and emergent cases, which shall be recorded in the General Diary. A prisoner in police custody prior to remand is entitled to see a pleader, and his relations.

148. Prisoners are not to be subjected to needless indignation or harsh treatment. As a rule persons of good social position, who are accustomed to use conveyances may be allowed ^{an appropriate conveyance and} ~~that accommodation~~ provided it does not endanger ^{their} safe custody.

mo/

149 (1) Accused, but unconvicted, persons in the custody of the police, and under-trial prisoners, while being escorted from and to Court, shall not be handcuffed unless there ~~are~~ ^{to suspect} reasonable grounds, either from the heinous nature of the crimes with which they are charged or from their character or behaviour, that such prisoners will use violence or will attempt to escape or ^{that} an attempt will be made to rescue them. The decision as to whether handcuff

37

jurisdiction. This form was cases as false and reporting them as undetectable.

284

This form will also be prepared in duplicate and court will pass orders on both forms. After the is put up and the property handed over the duplicate will be filed in the register of these forms.

2. The same procedure and the same forms will be used in the case of any property coming into the hands of ^{the} police ⁱⁿ ~~by~~ any other ^{way} ~~means~~.

170. The police ~~should~~ ^{must} invariably hand over to the court as soon as possible after receipt, ~~if the~~ ^{that} property is valuable, even though the investigation is not completed provided the property in question is not required for the purpose of identification or other reason.

171 Live stock ~~should~~ ^{shall} be delivered ~~over~~ to the owners under the orders of the magistrate with instructions ^{for production} ~~to produce same~~ when required by the court.

CHAPTER XXIII Dissemination of information.

172 The prompt dissemination of information and interchange of information concerning crime and criminals form part of the most important duties of the police and must receive the close attention of officers of every rank.

173 Station house officers ~~shall~~ ^{are} responsible for the prompt circulation to ^{other} stations, of lists of property lost and descriptions of offenders. It is most important that the Railway police should be given the earliest intimation to be on the look out for absconding offenders or the perpetrators of any particular crime. The Telephone should be used freely for this purpose and ^{manuscript} lists need only be sent when the list of property stolen is long or in order to send diagrams of particular kinds of property. The information however should be ^{sent} first by telephone and supplemented by ^a list ^{when} if necessary.

(35)

* Police Officer departed on duty to Mysore. He should report at a later time. The Criminal Police Commission: Officer General & all at the local Police Stations.

Forged notes presented personally by Residents of the C & M Station Bangalore or by Residents of the Mysore Station at the Imperial Bank will be sent to the Commission of Police who will forward them with a report direct to the Curran Officer Mysore
No 7542 dated 25/9/30

179

When a breach of the peace is anticipated, ^{it is the duty of} the police ~~should~~ take timely action under the preventive sections of Chapters XI and XII Cr.P.C. and under Section 23 (4) of the Bangalore Police Law.

(2) ~~or~~ In a serious emergency, if the Commissioner deems it necessary, ^{he will move} ~~action will be taken~~ to move the Resident

⁽²⁾ under Section 7/Bangalore Police Law to appoint Special

Police; in case of temporary emergency ^{the Commr. himself} ~~he can~~ act under Section 13 of the same law ^{with the sanction of the District Magistrate}

180 No persons ~~shall~~ convene or collect a public assembly on any public road, street or thoroughfare or promote or form a procession without a license from the Commissioner of Police under Section 22 Bangalore Police Law.

CHAPTER XXVI.

Station House records and returns.

181 In The general diary shall be entered in ~~regular~~ ^{order of time} sequen-
~~in point of time~~ the work done at the ~~station~~ station and the information received. Details of cognizable complaints or investigations already given in the F.I.R. book and the case diary need not be reported in this diary. But a record of occurrences in the station in connection ~~xxx~~ with those cases such as receipt of information, the production of prisoners, or the departure for or the return from enquiry of investigating officers must be entered. Information received and action taken in non-cognisable cases as well as information received regarding fires, where there is no reason to suspect the commission of a cognisable offence, ^{shall also} will be entered in it.

182. The General Diary of a day ~~will cover~~ ^{cover} 24 hours, and an extract from it ~~will~~ ^{shall} be embodied in the third part of the Sub-Inspector's general diary.

183 An abstract of crime shall be made out quarterly in each station and sent to the Commissioner's office for check

Persons shall be deemed ⁽⁵⁾automatically
 in persons convicted as under: —
 Person has committed

Persons released from transportation
 in life under chapters XII and

XVII IPC
 Provincial prisoners
 Indian Penal Code Sec 395 to 402
 Indian Penal Code sections
 392 to 394
 House breaking

Theft
 Bad character sections of the
 Criminal Procedure Code

Persons convicted
 styled Person

as above
 deperdatus

Number of times
 committed

Period of
 sentence from
 date of trial

once

twice

twice

thrice

once

5 years

10 years

5 years

5 years

3 years

3 years

3 years

2

45-15

HISTORY SHEETS

208.

See opp.

History sheets ^{must} ~~will~~ be opened automatically for persons convicted as under:-

- (i) All persons convicted under sections 395 to 402 of the Indian Penal Code;
- (ii) All persons who have, or might have been punished under Section 75, Indian Penal Code;
- (iii) All persons returned from transportation for offences under Chapters XII and XVII of the Indian Penal Code;
- (iv) Persons once convicted under any section of the Penal Code, who are considered to be dangerous and likely to commit other grave offences;
- (v) Suspected persons not actually convicted, but believed to be addicted to crime; and
- (iv) Professional poisoners.

Note.—Entries under (i) and (ii) of the above heads will be made immediately on conviction, a note being made in red ink that the convict is in jail, and under (iii) directly the person returns from transportation

These sheets ^{must} ~~shall~~ be retained for a period of 2 yrs.

- Note:*— i An annual verification ^{must} ~~shall~~ be made, and the character, presence or absence of the individual shown under the heading 'History and movements'.
- ii. No entries need be made except such as would be favourable or unfavourable in a court of law.
- iii. The history sheet of a known depraved against whom an order has been passed under Section 565 C.P.C ^{must} ~~shall~~ not be closed until the period during which he ^{shall} ~~should~~ report changes of residence has elapsed.

209.

History sheets ^{can} ~~shall~~ be closed only on the definite orders of the Commissioner. The history sheets of persons who have died ^{may} ~~shall~~ be destroyed in the same manner.

210.

The following persons shall be classed as suspects and history sheets ^{shall} ~~shall~~ be opened for them under the orders of the Commissioner:-

- (1) persons once convicted under any section of the I.P.C. who are considered to be likely to commit crime.
- (2) persons not convicted but believed to be addicted to crime.

The fact that a history sheet has been ^{opened} ~~shall~~ for a suspect, other than an ordinary criminal, ^{must} ~~shall~~ be kept confidential.

watching.

hours each as below:-

1st watch	...	6 a.m. to 8 a.m.
2nd watch	...	8 a.m. to 10 a.m.
3rd "	...	10 a.m. to 12 noon
4th "	...	12 noon to 2 p.m.
5th "	...	2 p.m. to 4 p.m.
6th "	...	4 p.m. to 6 p.m.

251. Each sentry will be posted by the head constable on duty and will be marched back to the guard and dismissed after relief.

252. The whole guard will be relieved every Sunday at 6 a.m. when these rules will be read out to the relieving guard by the head constable on duty at the time.

253. A sentry book ^{must} ~~will~~ be maintained by the head constable of the guard showing the number and name of each constable on sentry duty as also the time when and the person by whom he was posted and relieved.

(2) No entry will be made in the sentry book unless and until a sentry is actually posted for duty.

Every sentry will be supplied with 10 rounds of ball ammunition which will be kept in his pouch and be examined at each relief and the exact number of rounds found therein will be recorded in the sentry book which must always be signed in the sentry's presence by the head constable in charge of the guard at each posting and relief. The remaining ammunition will be secured in a box under lock and key, the key being kept by the officer in charge of the guard.

254. The officer in charge of the guard will be present every morning when the Treasury is opened and every evening when it is closed and it will be his duty to inspect the seals of the cash chest as well as the seals on the door of the treasure room. Should there be the least suspicion that any of the seals have been tampered with he ^{must} ~~will~~ immediately report to the Sergeant in

284 (cont.)

B

must 78
B.D. Beat constables ~~should~~ be instructed to act with as much promptitude and as little fuss as possible. They ~~should~~ not arrest people, nor take them to the station, when it would be sufficient to take down their names and addresses, to be reported at the station for subsequent action.

Smiley

They take them on traffic beat duty
B.E. Beat constables ~~shall~~ not confine their actions when on beat, to their own beats nor even to their own division limits.

Omit

When there is traffic patrol constable forward
When a beat constable is informed of, or applied to in, an occurrence within his neighbourhood which demands immediate attention, such as a disturbance, accident or crime, he shall at once go to the spot and take necessary action, even though the scene be not within his beat nor his division.

2

B.F. Constables on night rounds ~~shall~~ patrol their area, paying special attention to empty or isolated houses, houses in compounds, lonely places and the routes likely to be taken by thieves. They ~~shall~~ promptly repair to the scene of any disturbance or alarm.

Whenever street lamps are noted by roundsmen or checking officers as not burning during the hours prescribed for them to be alight, a report ~~should~~ be made to the Electric Department ~~through the Superintendent of Police.~~ *by station house officers*

J

B.G. At the termination of their hours of duty, beat constables ~~shall~~ not leave their beat points, unless relieved, until half an hour after the expiry of their turn of duty. A beat constable ~~shall~~ always communicate to the man relieving him any important facts that have come under his observation.

Smile

B.H. Beat constables ~~should~~ *will be* march back to the station together as far as possible. Every beat constable must return to the station after beat. On return to the station, the section officer will take reports from his men and collect their beat and notebooks and make his own report in the General Diary and to the Sub-Inspector, if present.

Smile

B.I. Checking rounds ~~shall~~ *will* be divided among the Inspectors, Sub-Inspectors (European and Indian) and Sergeants of the division. Officers must be out for at least four hours after 10 p.m. They ~~shall~~ *will* visit all guards and police posts within the area and sign the Sentry Relief Book. They ~~shall~~ *will* also report the number of prisoners, if any, found in police lock-up. They ~~shall~~ *will* send in a report in the prescribed Form.

B.J. Beat constables ~~should~~ *will* carry a baton during the day and at night a lathi of uniform pattern.

285.

~~There will be 12 junctions in 'B' and 7 junctions in 'C' Division which will be manned by 'Traffic' constables. These men will be specially trained to control traffic and will not be used for any other duties. They will do no night duty. Their hours being from 6 a.m. to 9 p.m. only.~~

Omit

~~(2.) ~~There will be~~ Each set of men ~~will~~ be divided into three sections and ~~their~~ their turns of duty will be as follows:-~~

~~6-9/30a.m. 9/30a.m.-1 p.m. 1-3 p.m. 3-5p.m. 5-9p.m.~~

Smile

1st Day	A section	B section	C section	A Sec;	B Sec;
2nd Day	C "	A "	B "	C "	A "
3rd Day	B "	C "	A "	B "	C "
4th day	same as first day and so on.				

Two Head Constables, will be in charge, taking alternate turns of 8 1/2 hours each (6am-1/30pm)

of a prosecution, ^{shall} ~~should~~ consider the character of the accident, whether it caused serious injury or loss of life, or grave damage to property, and the departmental punishment, if any, inflicted by the railway authorities and that if, after having regard to these circumstances, the Superintendent determines that a prosecution ^{shall} ~~should~~ be instituted, he ^{shall} ~~should~~ invariably communicate his intention to prosecute without delay to the railway authorities.

ii. The railway police shall report, with as little delay as possible, to the nearest station master, or where there is no station master, to the railway servant in charge of the section of the railway on which the accident occurred, every accident which may come to their notice occurring in the course of working a railway attended with the loss of human life or grievous hurt or with ~~ex~~ serious injury to property, or which has prima facie been due to any criminal act or omission.

- (10)(i) Whenever an investigation has to be made by the railway police -
- a. in a case in which an accident is attended with loss of human life or with grievous hurt or with serious injury to property; or
 - b. in pursuance of a direction given under rule 15 clause (b), the investigation shall be conducted by the officer in charge of the railway police or if the officer be unable to conduct that investigation himself, then by an officer to be deputed by him.
- (ii) An officer deputed under sub rule (i) shall ordinarily be an Inspector but if in any case it should be found impracticable to depute an officer of that grade, a Sub Inspector of police may be deputed in case of collisions between trains of which one is a train carrying passengers or of derailment of any train carrying passengers or of any part of such train, and an officer in charge of a police station in case of accidents attended with loss of human life or grievous hurt or with serious injury to property.

- (11) The officer who is to conduct an investigation ~~of~~ in pursuance of Rule 10 shall proceed without delay to the scene of the accident and conduct the investigation there and shall advise the Agent or Manager of the railway and the ~~ex~~ traffic officer of the district by telegraph of the date and hour at which the investigation will commence so that, if possible, the presence of a railway official may be arranged for to watch the proceedings and to aid the officer making the investigation. The absence of a railway official must not, however, be allowed to delay the investigation, which ^{must} ~~should~~ be made as soon as possible after the accident has taken place.

- (12) (i) In every case in which rule (10) applies, immediate information shall be given by the railway police to the District Police, who, if so required, shall afford all necessary assistance, and shall, if occasion arise, carry the investigation beyond the limits of the railway premises. The Railway police are primarily responsible with the duty of carrying in the investigation within such limits.
- (ii) Subject to such provisions elsewhere contained

7. The following members of the office/^{establishment} will furnish Security as below; - immediately they take up office; otherwise their appointments ^{will not} ~~cannot~~ hold good:-
- i. Manager R^s 150/=
 - ii. Accountant R^s 50/=
 - iii. Licenses Clerk R^s 50/=
 - iv. Motor Clerk R^s 50/=

(101)

Security may be furnished in Government of India promissory notes, ^{Imperial} Bank of India Deposit receipts ~~or~~ ^{or Fidelity Bonds} cash. In the case of cash, the money will be lodged in the post office savings bank in the name of the Commissioner of ~~R~~ Police on behalf of the officials and the pass books kept by the Commissioner in his cash chest. If the security be in G.P. Notes or F.D. receipts for more than one year they will be entrusted to the Pay and Accounts Officer, and endorsed for payment in favour of this officer in order that the Interest may be drawn. These securities will be returned after ~~Six~~ months from the date of vacation of office.

8. The Commissioner has a ~~Personal Clerk~~ ^{Imperial Assistant} who will attend to all the clerical duties connected with his personal work, the confidential papers ^{and} intelligence department. He will also be the 'Court Clerk' of the Railway Magistrate and will maintain the court registers and records, and shall keep an account of the expenditure under 'Special Rewards' and submit the periodical return to the Resident ^{under} in this head.

9. Clerks acting in leave vacancies of those officials with respect to whose appointments security is required can draw acting allowance only if they furnish security. The fact that security has been furnished ^{must} ~~should~~ be noted in the pay abstract in which the acting allowance is drawn for the first time in a vacancy.

10. Clerks in the office of the Commissioner will be trained

96

90.

^{divisions}
 over to the ~~Circles~~ the amounts of their respective ^{divisions} ~~Circles~~ and to the office, according ~~to~~ to the details noted in the abstracts, at the police office. ^{division} ~~Circle~~ Inspectors ^{will} should depute a Sub Inspector to take charge of the division pay and pay the men.

22. Inspectors will return the pay bill, signed by the recipients together with any undisbursed sum of money ^{and their} details to the office ^{not later than the 10th} ~~by the 15th~~ of the month. In the case of those on leave their pay will be remitted from the office by money order, their addresses being obtained from the leave rolls.

23. Supplemental bills ^{may} should be drawn for arrears of salary or allowances. When drawing arrears of pay, a note of the abstract in which the pay was short drawn ^{must be} ~~should be~~ ^{made} given and an entry of the drawal ~~should be~~ made in the original list of pay refunded and in the Long Roll.

24. Fines deducted from pay and credited to Government can be redrawn only ^{with} ~~on~~ the sanction of the ~~appeal~~ ^{must be} authority. ~~Hon'ble The President.~~

25. (1) The Commissioner may grant the advances of pay authorised by Article ~~137(b)~~ ^{159(a)} of the C.A. Code.

(2) An advance of one month's pay is admissible ~~in special cases~~ to Government servants proceeding to the Pasteur Institute at Coonoor.

(3) newly appointed Sub Inspectors may be granted an advance of two months' pay ¹⁵⁴ under Article ~~137(a)~~ ¹⁵⁴ C.A. Code.

~~for the purchase of uniform.~~ The advance will be recovered in twelve equal monthly instalments.

(4) Military pensioners may ^{with the special sanction of The Hon'ble The President} be granted advances of pay

to enable them to join their first appointment

in circumstances specified in Appendix 8 of the Civil Account Code, Vol I. The grant of the advance under this rule requires the sanction of the Hon'ble The President.

with the special sanction of The Hon'ble The President in each case,

iii

These statements will contain the following particulars:-

i. Names, designations and pay of all officers of and above the rank of sub-Inspectors holding permanent posts whether on duty or absent on foreign service, leave or deputation or in temporary posts elsewhere or under suspension.

ii. The date of birth, of appointments to the present post, of promotion to present pay of such person as well as the number and date of the orders creating the post.

iii. Statement of New names prepared in accordance with Article 62 (1) (i) of the Civil Account Code, Volume I.

iv. A certificate of verification of services with the service registers.

it to the Commissioner. Station of a work.

95.

45. Inspectors shall maintain a register showing the in which service stamps ~~used~~ are utilised. When i ing for stamps they will always state the actual b on hand. On the railway, the Inspector when checking stations shall carefully check the expenditure of s stamps used by ^{his} ~~their~~ Sub Inspectors.

46. Contingent bills will be forwarded by Inspectors to Commissioner's office by the 20th of every month. The will be audited ^{before being} ~~and~~ passed by the ^{Permanent establishments} ~~Commissioner~~.
CHAPTER IV A. must
46 A. Detailed statements of the Permanent Establishments as they stood on the 1st April, will be forwarded to Pay & Accounts Officer annually by the 15th April

forms supplied by him. These statements will the following particulars:-
i. Names of all officers of and above the rank of Sub Inspector, date of appointment, date of any increment, leave taken during the previous year;
ii. Statement of new names; sanctioned scale of the force, with reasons for any increase ~~of~~ or decrease and
iii. A certificate of verification of service with the service register.

These statements will include all the office estab-lishment. In the case of head constables and constables, the total number only of each rank will be given with a note as to whether there is an increase or decrease, with reasons therefor.

move the Executive Engineer to carry out the works.

49. When any new work is considered necessary the Executive Engineer will be asked to furnish a plan and an approximate cost of the scheme. On receipt of the plan and estimate the Commissioner will ^{forward} ~~submit~~ the same, with his remarks, to the Resident for sanction,
(2) Petty works costing under Rs 10/= will be ~~carried~~ out at the request of the Commissioner.

101

104

awarded. *(Other than those noted in B.O. 93 Part. must)*
 punishments ~~will be maintained~~. These sheets ~~will~~ be
 annually, in January, to the Commissioner's office for
 check with the service registers there maintained.
 (1922) These sheets will be kept only for head constables
 and constables.

82. A register of deferred punishments will be maintained in the Commissioner's office.
83. Small service books shall be supplied to all police officers below the rank of Sub Inspector on enlistment. These will be kept in the possession of the officers themselves. Entries in these books will be made by Inspectors.
84. Every police officer enrolled under the Bangalore Police Law will be given a SANAD.
85. All head constables and constables shall on enlistment be given a medical history sheet. These will be kept by the station house officer and given to the man when going to hospital.
86. A Discharge Certificate will be given to every police officer on leaving the force. His character ^{shall} ~~should~~ be described from a consideration of his conduct throughout his service and in case he has been dismissed or removed for misconduct, it ^{need} ~~should~~ not necessarily be defined from the particular misconduct that necessitated removal or dismissal.

CHAPTER IX. PENSION & GRATUITIES.

87. The ^{grant} ~~grant~~ of ordinary pension is regulated by the Civil Service Regulations. The Commissioner of Police is authorised to sanction pension ^{in the case of an} to all officers of the police and ^{whose appointment has been confirmed to full} to the office establishment.
88. Under Article 418 of the C.S.R., ~~the~~ premature resignation of ~~the~~ public service entails forfeiture of past service, and of any retiring allowance to which the

~~ment of the pension will not be sanctioned more than the~~

for such a certificate will only be made to the officer by the Commissioner. If it cannot be avoided the requisition may be to an officer outside Bangalore but the ^{proper} ~~usual~~ officer to grant such a certificate will be the Residency Surgeon, Bangalore.

93. (1) Service qualifying for pension or gratuity, extends

¹⁹²⁴ up to, and includes, the date of medical certificate.

(2) When any period intervenes between the ~~dates~~ of the medical certificate and the date of discharge, such period is governed by Articles 455 & 456 C.S.R., and ^{shall} ~~should~~ be excluded from service qualifying for pension, and shown in the column 'Period not reckoned as service' in the pension application.

(3) Officers are entitled to pay up to the date of Discharge.

(4) Officers who have been invalided ^{shall} ~~should~~ be discharged at once on receipt of the medical certificate, subject to the concessions granted to police officers on Rs 20/- ^{+ under,} under Article 456 C.S.R.

(5) For the purpose of calculating average emoluments under Article 487 C.S.R., the last three years of service ^{will} ~~should~~ be calculated backwards from the date of termination of service qualifying for pension. Accordingly when an officer is retained on light duty under Article 456 C.S.R. the last three years of service ^{will} ~~should~~ be counted backwards from the date of the medical certificate.

115
94. (6) When a subordinate police officer applies for permission to retire on pension, or to be sent for medical examination, with a view to discharge on medical certificate, his service ^{will} ~~should~~ be calculated ~~in the Account section~~ ~~verified~~ by the Accountant ~~and Manager~~, and reported to the Commissioner. If it appears that the man's service

~~the amount of the pension will not be sanctioned more than the~~

99. The stores are in charge of the Reserve Sergeant, who ^{is} responsible for the articles in stores and for the correctness of the books and registers relating to stores and all store accounts. He ^{shall} bring to notice of the Commissioner all deficiencies of stores whether at head quarters or in Divisions. He ^{shall} make known to the accounts section the amount to be recovered on account of articles lost or destroyed through carelessness.

100. As regards the primary responsibility for the property belonging to the police department it may be divided into three kinds:-

- i. Stores in the Police office for which the stores Sergeant is responsible.
- ii. Police property in the Divisions, furniture of stations, and the like for which the Division Inspectors are responsible.
- iii. The clothing of each Head constable or constable which he is bound to produce at kit inspection and for which he is responsible and which on transfer from Division to Division he takes with him.

101. All papers connected with stores, such as indents, bills, etc. involving expenditure, excepting ordinary correspondence, will be submitted to the Commissioner, through the ^{Shoolai} ~~Store~~ Inspector with his remarks thereon regarding the necessity for the proposed expenditure. The correspondence relating to stores will pass through Shoolai Inspector to the office. All receipts and disbursements of monies will be transacted by the office, excepting ordinary contingent monies T.A. and pay of the reserve ^{which} will be disbursed by the Stores Sergeant.

102. The following registers will be maintained in the stores:-

- i. Register for receipt and issue of new clothing.
- ii. Receipt and issue of part worn clothing
- iii. Receipt and issue book of arms and accoutrements.
- iv. Receipt and issue book of furniture and other property.
- v. -do- of stationery
- vi. -do- of forms.
- vii. Register of condemned articles.
- viii. -do- of expenditure relating to the fire engine and prison van.
- ix. -do- of furniture in the circles, office etc.

103. All articles containing stores of any description ^{must} ~~will~~ be carefully examined before being taking delivery of by the

109.

Reserve sergeant and any deficiencies therein ~~may~~ once be reported to the Commissioner.

104. Articles will be requisitioned from the stores by means of indents in the prescribed form. Separate indents are required for (i) articles of clothing ~~of~~ and personal equipment to the men, including great coats, numbers and batons, letters, whistles and chains and buttons. (ii) accoutrements, including dark lanterns and handcuffs, which belong to the ~~circle~~ ^{Division} and are not to be taken away by the men on transfer (iii) Arms and ammunition (iv) other police property forming the usual furniture of stations. (v) stationary, (vi) forms, and (vii) Fire engine and prison van materials.

105. No stores ~~will~~ ^{may} be issued unless ^{indents are} passed by the Commissioner. When stores are issued the indent will be returned to the stores with the receipt of the indenting officer. In the case of the issue of clothing to men on payment, the indent will also bear the receipt of the man for whom the article is intended.

106. The issue of clothing and other kit for the force will be done half yearly. When kit is sent to a circle it will be disbursed to the recipients on an acquittance roll and the roll returned to stores, duly signed by the recipients.

107. All clothing and other kit issued to the force will be marked with the number of the person for ^{they are} whom intended, previously to leaving the stores.

108. ^{The Kit of} Men on long leave (four months or more), will be kept in deposit in the stores.

109. Men on leave for six months or more are not entitled to clothing for the period.

110. The pages of books of forms issued from stores ^{must} ~~shall~~ be numbered on the foil and other foils and stamped with the ~~General~~ Commissioner's seal, and the number of pages

118

115 A.

198

Once in ~~six~~ ³ months there will be a card of all stores in the office of the Commissioner of two Inspectors which will be dealt with by the Stores Committee. This committee will examine all unserviceable articles for ~~use~~ ^{use} of the Commissioner. Only absolutely unserviceable and condemned articles should be recommended to be condemned. Condemned articles should be used to repair other articles which are ~~unserviceable~~ ^{unserviceable} and may be used to repair other articles which are ~~unserviceable~~ ^{unserviceable} and repairable.

(b). The duty of the stores committee is to examine the accuracy of the ~~store~~ ^{registers} ~~to~~ ^{to} check the stores in hand with the ~~store~~ ^{Store} Sergeant and ~~to~~ ^{to} submit a report on any discrepancies found.

(c) The store committee, after checking all issues and receipts during the previous ~~half~~ ^{year} will sign a certificate in the following form:- 'We hereby certify, that we have carefully examined (enter whatever class of stores has been examined) for the half year ending... and find them to be correctly kept (or otherwise) in which case a short statement of inaccuracies should be given.) All issues are supported by indents issued during the half year duly passed by the Commissioner and the remains as shown in the ledger correspond with the stock found by us in the stores (or with the following exceptions). We also certify that the half yearly circle returns of property in the circle stations have been examined by us and found correct.

119
Astrate to nominate a magistrate

110. the book contains ^{must} ~~shall~~ be certified to by the sergeant.
111. All articles returned to stores ^{will} ~~shall~~ be accompanied with a 'returning form' which will be returned to the officer from whom ^{they are} ~~received~~ with the store sergeants acknowledgment thereon.
112. The kit of men who receive free kit must be returned to ⁽¹²⁹⁾ ~~(128)~~ stores upon their becoming casualties by death or quitting the force.
- (2) A copy of the Commissioner's order striking a man off the strength of the force will be communicated to the stores sergeant.
- (3). The clothing of men who die of an infectious disease, such as cholera, small pox or plague, ^{shall} ~~should~~ be burnt. ^{under Commissioner's order.}
113. Unserviceable articles will be entered in the register kept for the purpose and will be condemned by the Commissioner.
114. All condemned articles, except those which have to be returned to the arsenal, will be sold by public auction and the amount realised ^{shall} ~~will~~ be credited to Government.
115. All police officers to whom kit is issued free ^{shall be} ~~are~~ responsible for keeping them in good condition and ^{shall} ~~will~~ have to replace at their own cost any article carelessly ^{lost or damaged.} ~~lost or damaged.~~
116. ^{MS.A.} Losses of complete arms, including swords and bayonets and of ammunition shall be investigated by a committee of three members consisting of, the Commissioner of Police, a magistrate and an Inspector, and all arms which are considered to be unserviceable shall be condemned by such a committee. When such an occasion arises, the Commissioner will address the District Magistrate to nominate a magistrate for the committee.

simultaneously in the space ¹²⁹ provided for them in the ~~When~~ the right has been finished, the operator will proceed to take the prints 'rolled' and 'plain' of the 1 hand in a similar manner.

(7) When the finger prints of both hands have been taken, the slip will be turned over and the subject's name, residence, details and convictions will be filled in.

(8) If a finger is missing or is so deformed that it is impossible to obtain an impression, the fact will be noted in ink in the space allotted for the finger by the words 'missing' or 'deformed'. In the case of double fingers the prints of both fingers should be taken if possible, - the prints of the more prominent of the two invariably. Deformities, cuts, scars and disease marks interfering with the legibility of the impressions should be fully described and it should be stated if they are temporary or permanent. Subjects suffering from open cuts or scars in any of the upper phalanges of the fingers should not (if this can be arranged) have the prints of such fingers taken until the cuts or scars have healed.

(9) Finger prints of lepers are not to be taken on any account. Persons suffering from contagious and infectious diseases should not have their finger prints taken until completely recovered.

(10) Finger prints will be taken by the officer in charge of the police school.

129
136. (1) The finger prints of all unidentified persons who are arrested as suspects or are under trial on a criminal charge, ^{must} ~~will~~ be taken and submitted for search. For this purpose, every person in custody whose residence and antecedents have not been fully ascertained during police investigation, will be considered as 'unidentified'.

(2) The finger prints slips of the above persons will be sent both to the Madras and Bangalore bureaux for search.

(3) When an identified person is, or is reasonably suspected to be, a resident of another Province or is suspected to have extended his operations to another Province, copies of his finger print slips will be sent direct to the Bureau of the Province of which he is a native or of the Provinces where his operations are believed to extend.

(4) If on the return of the F.P. Slip from the bureau, it is found that previous convictions have been traced against the accused, steps should be taken to prove them.

(5) The identity of the accused ^{may} ~~should~~ ordinarily be proved by the evidence of a police officer who is cognizant of the previous conviction, or by a jail officer who can recognise the accused as the prisoner who underwent the previous sentence of imprisonment, but if such witnesses to identity cannot be obtained, identity may be proved by means of expert evidence, for which purpose the record slip must be obtained from the Bureau by which the accused was traced and the services of an 'expert' summoned from the Local bureau.

137. If the person charged is convicted, the station house officer will fill up the descriptions of the convict and particulars of the conviction and forward the F.P. Slip with the Conviction memo to the Commissioner. On the Conviction memo will be noted whether the person is likely to commit crimes outside the limits of the station in which he resides. Should the Commissioner decide that the finger prints are to be recorded, the Conviction memo with the F.P. Slip will be kept to await the arrival of the Finger print Tester.

reminders received may be given fresh numbers or in column 7 as desired.

157. A file is made up of all papers arising ^{out} of a case placed in chronological order to read like a book. notes will be included in files but previous papers up for reference will be kept separate.
158. All notes and orders should be written right across page in consecutive order and no marginal entries or scribbling across or over previously written matter is allowed. *If there is no room on a sheet for the next endorsement a new sheet must always be attached & the endorsement made on that.*
159. Papers are disposed of either by being passed into the office records or by a final communication going out of the office. In the first case a paper will be 'Lodged' or 'Filed' which are equivalent terms, or 'Recorded'. 'Lodged' papers are not entered in the Index book, but 'Recorded' papers are so entered. In the case of paper where a final communication leaves the office that communication will be entered in the Current register and bear the number of the current, if the current file is to be lodged. ~~xxxx~~
160. Files after disposal will be separated by the record-keeper thus:-
- papers of general and permanent interest and important papers required for reference, which will be indexed and
 - papers which are to be Lodged and filed will be kept separately ~~in the xxxxxxxx subject matter~~ after being given a subject matter in the ~~xxxx~~ docket.
161. In the beginning of January of each year, both the record keeper and the ^{Division} ~~circle~~ inspectors will submit lists of records to be destroyed after the prescribed period of retention has elapsed as laid down in Appendix IV. for the orders of the Commissioner. Records ~~xxxx~~ ordered to be destroyed will be burnt.
-

End of PART II.

APPENDIX II (continued).

15	Register of petty cases
16	Register of Arms deposited in police stations
17	Register of licenses under the Arms Act
18	Duty Rosters
19	Beat Books
20	Sentry Relief Book
21	General Memo. File
22	Tappal Book
23	~~Chronicle Legal Examination Books~~
24	~~Translation of Telegraph Act Sections at Stations through which Telegraph Line runs.~~
25	~~Rules regarding Foreigners~~
26	~~Rules relating to identification of accused persons~~
27	~~Translation of G. O. regarding Asiatic Vagrants~~
28	~~Strength of Police Guard for prisoners~~
29	List of Arrack and Toddy shops
30	List of Beats
31	List of Books of Instruction, Furniture and other property
32	List of Police Officers attached to Station
33	~~List of Undetected Crimes~~
34	List of Proclaimed Offenders
35	~~Translation of Sections 30-32, Police Act of Government of India~~
36	List of persons licensed to sell Opium and Intoxicating Drugs
37	Visiting Books
38	~~Kit Bag~~
39	List of records to be kept in Police Stations
40	Search List

APPENDIX II.

List of Personal Records to be kept by Inspectors.

No.	Records.
1	Confidential Police Gazette File
2	Circle Crime Register
3	Defaulter Sheets
4	~~List of Prisoners~~
5	Note-Books
6	Memo. Form Book
7	Register of Furniture and other property at Stations
8	~~Register of Stations and Districts~~
9	List of articles returned into Stores
10	~~Note book of Inspectors~~
11	Indent Book
12	Register of Inspection of Arms and Ammunition Shops
13	Cash Remittance Book
14	~~Circle Map~~
15	Circle Map

APPENDIX III.
List of Periodical Returns, statements, &c.

No.	Nature of Return, &c.	Date when due.				Reference to the
		Yearly	Half yearly	Quarterly	Monthly or at other times	
		Due on	Due on	Due on	Due on	
<i>From Inspectors to the Superintendent of Police.</i>						
	Inspector's Diary.....			<i>Quarterly</i>	Daily	
	~~Monthly~~ Inspection Report				~~Monthly~~	
	Memo. of Expenditure of Service Labels with indent for the same on one paper.				<i>Quarterly</i>	
	Return of Circle and Station Furniture and Property ...				Occasionally	
	Indents ..	Yearly			<i>Register of the Station Store</i>	
	List of articles returned into Stores ...				do	
	Bill for travelling allowance of Constables ...				Occasionally	
	Descriptive Roll of men wanted by the police ...				Monthly	
	Pay Bills (~~with ...~~) ...				Occasionally	
	Contingent Bill ...				Monthly 20th do	
	~~Monthly ...~~				do	
	~~Quarterly ...~~				~~Monthly~~	
	Leave Roll ...				~~Monthly (to the Magistrate)~~	
	~~List of ...~~				When necessary	
	Acquittance Roll of Batta ..				~~Weekly~~	
	Inspection report on Sulphur, Gunpowder, &c., shops				(~~Monthly~~)	
	~~...~~				When necessary	
	~~First Information Report~~ ...			Quarterly	As occasion	
	Extract of crime under Special and Local Laws ...				~~...~~	
	~~...~~				~~...~~	
	Return of Missing persons.				Monthly	
					~~...~~	
					5th of each month	

From Police to Magistracy.

1	First Information Report ...			As occasion requires direct.
2	Arrest Report ...			do (through office.)
3	Charge Sheets ...			do (direct.)
4	Bail and Recognizance Bond of accused ...			As occasion requires direct.
5	Recognizance Bond of prosecutors and witnesses..			do
6	Referred Charge Sheets...			do (through office.)
7	Search List ...			do (direct.)
8	Requisition for remands ...			do
9	Report on undetectable cases			do (through office.)
10	Report on seizure of suspected or unclaimed property ..			do (direct.)
11	Inquest Report ...			do (through office.)